



**DEPARTMENT OF THE ARMY  
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND  
1 SOLDIER WAY  
SCOTT AFB, IL 62225-5006**

AMSSD-OPM

01 FEB 2020

Subject: Military Surface Deployment and Distribution Command (SDDC) Freight Carrier Registration Program (FCRP) Registration Package.

To: Commercial Transportation Service Providers Transporting DOD Freight.

The purpose of the FCRP Registration Package is to provide guidance and assist any interested carrier in the registration process.

We encourage our industry partners to continually check the SDDC public website for updates:  
<https://www.sddc.army.mil/domTrans/Pages/default.aspx>

Documents concerning FCRP can be found on the right hand side, under links, of the website above.

The word “carrier” used in this document refers to all Transportation Service Providers (TSPs), including Brokers, Logistic Companies, and Freight Forwarders.

Pertinent information listed in the registration form will only be discussed/disclosed to the individuals listed in the FCRP carrier’s record.

**Applicable Guidance and Regulations:**

Defense Transportation Regulation (DTR), Part II, Cargo Movement;  
<https://www.ustranscom.mil/dtr/dtrp2.cfm>

Department of Transportation Title 49, Code of Federal Regulations (DOT 49 CFR);  
<https://www.fmcsa.dot.gov/regulations>

SDDC Military Freight Traffic Unified Rules Publication-1 (MFTURP-1);  
<https://www.sddc.army.mil/pubs/Pages/pubs.aspx>

U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMCSA);  
<https://www.fmcsa.dot.gov/>

Safety and Fitness Electronic Records (SAFER) System; <https://safer.fmcsa.dot.gov/>

National Motor Freight Traffic Association, Inc. (NMFTA); <http://www.nmfta.org>

U.S. Bank Syncada; <https://portal.syncada.com/USBank/Login.aspx>

**General Registration Disqualifiers:** Carriers and individuals may not conduct business with the government if they have any exclusions (e.g. debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government) listed in their records in System For Award Management (SAM) on <https://sam.gov/SAM/>.

Newly registered TSPs will not be approved if they are affiliated with a TSP who is currently in a disqualified status.

**Note: Any motor carrier that remains in a disapproved status for 6 months or longer will be required to reregister.**

## FCRP Requirements Checklist

The checklist below provides a quick overview of the registration steps and necessary documents.

<b>FCRP Requirements Checklist</b>				
(Summary of Items needed to become an FCRP registered carrier/TSP)				
<b>Completion Date</b>	<b>Item</b>	<b>Through</b>	<b>Contact Information</b>	<b>Registration Package Page #</b>
	SCAC	National Motor Freight Traffic Association, Inc. (NMFTA)	<a href="http://www.nmfta.org/pages/scac">http://www.nmfta.org/pages/scac</a>	PG 4
	Syncada	US Bank	<a href="https://portal.syncada.com/syncada/login.aspx">https://portal.syncada.com/syncada/login.aspx</a>	PG 4
	FCRP Registration Form	ETA	<a href="https://gfm.transport.mil/ccp/registration">https://gfm.transport.mil/ccp/registration</a>	PG 4
	Department of Transportation (DOT) Operating Authority	DOT	<a href="https://safer.fmcsa.dot.gov">https://safer.fmcsa.dot.gov</a>	PG 5
	Performance Bond	TSP's Surety Company or Agent	TSP's Surety Company or Agent	PG 6
	Cargo Insurance	TSP's Surety Company or Agent	TSP's Surety Company or Agent	PG 8
	HAZMAT Certificate	DOT	<a href="https://www.fmcsa.dot.gov/regulations/hazardous-materials/how-comply-federal-hazardous-materials-regulations">https://www.fmcsa.dot.gov/regulations/hazardous-materials/how-comply-federal-hazardous-materials-regulations</a>	PG 8

## **CARRIER REGISTRATION PROCESS**

In order to be approved in FCRP, carriers are required to complete the following steps:

### **STEP 1 - Standard Carrier Alpha Code (SCAC)**

All carriers must obtain a valid SCAC, a unique two-to-four letter code, issued through the National Motor Freight Traffic Association (NMFTA) used to identify transportation companies. To receive or be issued a SCAC, contact NMFTA at [www.nmfta.org](http://www.nmfta.org) or PH (703) 838-1831.

TSPs must ensure their SCAC is active at all times when registered in FCRP.

Each mode of transportation intended to be registered (motor, air, barge, ocean, pipeline and rail) requires a separate SCAC. Each SCAC requires a separate and distinct Performance Bond, Cargo Insurance, and USDOT Number.

Additionally, carriers may select multiple DOT authorities within FCRP under the same SCAC provided the same authorities are active in FMCSA. Examples: A carrier with active DOT Common, Contract, and Broker authorities may select the applicable DOT Authority (or authorities) in FCRP. **Note:** Each authority must have been active for a minimum of 3 consecutive years (without interruptions). There are no exceptions or waivers for this requirement.

TSPs are only authorized to move DOD freight in accordance with the DOT authority (or authorities) selected in FCRP. Violations will result in disapproval.

### **STEP 2 - US Bank Syncada**

All companies must have an agreement with US Bank Syncada and be certified in order to receive e-payment for transportation services. US Bank Syncada website is;

<https://www.usbpayment.com/account-management/syncada>

Or by contacting Customer Support at [paymentsolutions@usbank.com](mailto:paymentsolutions@usbank.com); PH (866) 274-5898.

### **STEP 3 – Freight Carrier Registration Form**

Located at <https://gfm.transport.mil/ccp/registration>. (Copy and paste this link into your browser and ensure your **Pop Up blockers** are turned off). Complete the registration form and click the **\*SUBMIT\*** button. All carriers must be US Bank Syncada certified first.

**NOTE:** DOD policy requires domestic motor carriers and brokers/logistics/freight forwarder companies to provide Electronic Data Interchange (EDI) data feeds in order to trace and track domestic freight shipments. When filling out the registration form, select the “GFM ITV to GTN” method. SDDC will review the registration form and send an e-mail notification to the carrier of the status within ten (10) working days.

Mandatory fields include:

- a. SCAC
- b. DUNS #
- c. Legal Name
- d. Other Operator's # - MC/MX number should be entered
- e. Street 1
- f. Street 2
- g. City
- h. State
- i. Country
- j. Phone
- k. CEO Name
- l. CFO Name
- m. GM Name – General Manager
- n. CPM POC Name – Carrier Performance Management POC
- o. Claims POC 1 Name
- p. DOT Authority
- q. (Domestic) Transportation Protective Services – ‘No’ should be selected for all new carriers
- r. Modes
- s. SCAC Valid
- t. Third Party Payment System Certified - US Bank Syncada
- u. DOT Approved
- v. Intermodal Service

All information entered in to the FCRP Registration must match supporting documentation (e.g. HAZMAT certificate, Cargo Insurance, SCAC registration, FMCSA) provided by the TSP.

Missing and not-matching information will result in rejection of registration request.

The following special characters are not allowed to be used in information on the registration form: +, ", \*, ~, ^, <, &, >, ', -, / and \. Use of these characters may result in your registration locking up in the FCRP system and not being submitted for proper processing.

#### **Step 4 – DOT Operating Authority**

Motor TSPs must have maintained a valid operating certificate for its scope of operations for a minimum of 3 consecutive years (without interruptions). Operator's Number is a mandatory field on the registration form for motor carriers.

TSPs must populate the FCRP form with their DOT, MC, or FF number. If not operating as a motor carrier, the company will be responsible to fill in the operating identification number.

**Each company/entity requires a separate and unique USDOT Number. For example, if an individual owns 5 companies (separate entities), they would need 5 USDOT Numbers.**

**TSPs must maintain active operating authority at all times; loss of authority will result in immediate disqualification.**

The below websites provide further information:

Motor - <https://safer.fmcsa.dot.gov> (DOT FMCSA Safety and Fitness Electronic Records System)

Pipeline - <https://www.phmsa.dot.gov> (Pipeline and Hazardous Materials Safety Administration)

Barge and Ocean - <http://www.fmc.gov> (Federal Maritime Commission)

Rail - <http://safetydata.fra.dot.gov/officeofsafety/> (Federal Railroad Administration Office of Safety Analysis)

Carriers must ensure their information in FCRP is maintained to reflect an active DOT operating authority. In addition, carriers must ensure the authority options selected in FCRP, during the registration process, matches with the DOT authority used in SAFER. Should carriers have multiple active DOT authorities, shipment of DOD freight is only authorized in accordance with the DOT authority (or authorities) selected within FCRP.

The following chart provides a breakdown of the FCRP Authority Options with its corresponding DOT Authority.

<b>FCRP “Authority” Options</b>	<b>DOT Authority</b>
General Commodities (FAK)	Contract/Common
HazMat	Contract/Common/Broker with Cert.
AA&E	Common
Air FFWD	Indirect Air Carrier # / Send to AMC
Broker	Broker
Logistics Company	Broker
Shipper Agent	Broker
Surface FFWD	FF# with contract / Contract

## **STEP 5 - Performance Bond**

### **a) General Information:**

The Performance Bond secures performance and fulfillment of carrier obligations to deliver DOD freight. It will cover any instance where a carrier cannot or will not deliver DOD freight tendered to them. This includes default, abandoned shipments, and bankruptcy by the carrier. The bond will **not** be utilized for operational problems such as late pickup or delivery, excessive transit times, refusals, no shows, improper/inadequate equipment, payment of subcontractors, or claims for lost or damaged cargo.

Local drayage, commercial zone, barge, rail, sealift and pipeline carriers are exempt from the Performance Bond requirements.

**Trust Funds, Customs Bond, DOT Bond, and Letters of Credit are not accepted in lieu of the Performance Bond.**

The amount of the Performance Bond is based on the size of the company and the number of states intended to service. Movements must begin and end in one of the selected states.

Categories for Large companies:

- a) one (1) state for bond amount of \$25,000;
- b) two (2) to three (3) states for bond amount of \$50,000;
- c) four (4) or more states for bond amount of \$100,000.

Categories for Carriers registered with SBA:

- a) up to three (3) states with a Performance Bond of \$25,000;
- b) up to 10 states with a Performance Bond of \$50,000
- c) 11 or more states for \$100,000.

Carriers that have conducted business in their own name with DOD for 3 or more years have the option to submit a Performance Bond in the amount of 2.5% of their total DOD revenue for the previous 12 months, not to exceed \$100,000 and not less than \$25,000.

Bulk fuel carriers are only required to submit a \$25,000 Performance Bond.

The Performance Bond amount is set at \$100,000 for Surface Freight Forwarders, Shipper Agents, Brokers, and Air Freight Forwarders due to the volume of traffic handled by these modes.

TSP's must instruct the **bond Surety Company or Insurance Agent to forward the bond information to [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil) by e-mail only.**

SDDC does not require the original or copy of the bond form.

The email must contain the following information:

- a) Subject Line: SCAC  
Carrier's Name
  
- b) Body of Email: Bond Number Dollar  
Amount  
Effective Date  
Expiration Date  
Statement if bond is continuous  
Surety Company Name  
Agent's Name, Address and Telephone Number

**Each SCAC requires a separate and distinct bond; this includes motor carriers, brokers, logistics companies, and freight forwarders.**

**NOTE:** Performance Bonds must remain active at all times. Updates and renewals must be forwarded to [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil). Performance Bond data is accepted via e-mail only.

Failure to maintain and provide renewal information on Performance Bonds will result in TSP disapproval. Bond cancellation requests must be sent to the same e-mail address 30 days prior to cancellation date.

### **STEP 6 - Cargo Insurance**

In accordance with the MFTURP-1, all motor carriers must maintain a minimum \$150,000 cargo insurance (exception: bulk fuel carriers must maintain \$25,000 cargo insurance) to transport DOD freight.

When registering, carriers must have their insurance company submit their Certificate of Cargo Insurance to [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil).

**Cargo Insurance Certificates are accepted via e-mail only.** The subject line of the email needs to contain the SCAC and the carrier's name.

Cargo insurance must remain active at all times and yearly updates must be provided. Failure to provide updated information or retain active cargo insurance will result in TSP disapproval.

**Each SCAC requires separate and distinct cargo insurance; this includes motor carriers, brokers, logistics companies, and freight forwarders.**

Local drayage, commercial zone, barge, rail, sealift and pipeline TSPs are exempt from Cargo Insurance requirements.



## **STEP 7 – HAZMAT Certificate**

TSPs registering as HAZMAT carriers are required to obtain and maintain a valid Hazmat Certificate issued by US DOT Pipeline and Hazardous Materials Safety Administration in order to transport DOD Hazmat Commodities. A copy of the certificate must be submitted to [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil).

## **AFTER REGISTRATION SUBMISSION**

The FCRP team will review the carrier's registration form and send an e-mail notification through the FCRP system to the carrier within ten (10) working days to provide status of current registration.

The registration form will remain in pending status until all required documents are received in accordance with the FCRP Registration Package. The carrier has up to 45 days (starting with the submission of the registration form) to submit all required documents. Failure to do so will result in non-approval.

TSPs are also required to ensure updated bond, insurance, and/or HAZMAT certifications are provided to: [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil). SDDC will perform a DOT/DOD authority review of all TSPs annually. During this review the TSP may be required to have their bond and/or insurance agents provide verification of continued coverage if updates have not been received. Failure to provide this information will result in TSP disapproval in FCRP.

**NOTE:** TSPs are responsible to ensure their FCRP information is accurate and updated at all times. TSPs are advised the data in FCRP must be reviewed and validated at a minimum on a yearly basis or as changes occur. Failure to keep data updated will result in non-receipt of correspondence from SDDC which could place the carrier in disapproval status.

## **POST-APPROVAL INSTRUCTIONS**

Military Surface Deployment and Distribution Command Freight Carrier Registration Program (FCRP) – Post Approval.

### **A. Electronic Transportation Acquisition (ETA) and Department of Defense (DOD) Transportation Programs**

Within notification of approval, you will also receive instructions for obtaining an Electronic Transportation Acquisition (ETA) password that will allow you access to DOD transportation programs including tutorials and on-line training for assistance with Tender Entry and Spot Bid 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).

1. Tender Entry on the Web (TEOW). Tender Entry is an Internet-based application available from the GFM Main Menu that allows DoD-approved carriers to submit tenders. Voluntary tenders are then matched with military shipment requests from other DOD shipping systems, providing shippers with a list of carriers capable of transporting their freight, ranked by the tender-based cost of the shipment. Successful Tender Entry is a critical step in obtaining DOD freight. Information on TEOW can be obtained from the User Manual at

<https://gfm.transport.mil/teowform/teow.pdf>. Carriers may obtain additional training, and request Webinars via the Systems Response Center at 800-462-2176, Option 3 for GFM, or as indicated above.

2. Help Desk: (800) 462-2176 (Option 3 for GFM or Option 1 for ETA).

## **B. Solicitations for Volume Moves and Special Services**

Carriers may e-mail SDDC's Negotiations Group (aka Special Requirements) at [usarmy.scott.sddc.mbx.negotiations-team@mail.mil](mailto:usarmy.scott.sddc.mbx.negotiations-team@mail.mil) and request to be included on their e-mailed solicitation letters requesting negotiated rates on volume moves and special services (for example: One Time Only and Transportation Protective Services).

Remember to include your SCAC in all correspondence. Pertinent information listed in the registration form will only be discussed and/or disclosed to the individuals listed on the form.

Transportation Service Provider General Rules. All TSPs are required to meet the standards, rules, and policies outlined in the Military Freight Traffic Unified Rules Publication-1 (MFTURP-1). TSPs should ensure they have read and adhere to the rules and responsibilities outlined in the MFTURP-1, as found at <https://www.sddc.army.mil/dms/Pages/default.aspx>.

## **C. Transportation Protective Services (TPS) and Arms, Ammunition and Explosives (AA&E)**

Carriers who wish to transport materials designated by DOD as protected or sensitive that require a TPS must meet the following "minimum" requirements. Requirements are amended periodically based on current and future missions.

**NOTE: Brokers, Freight Forwarders, Shipper Agents and Logistic Companies are restricted from handling shipments requiring TPS (including accessorial 675 Signature and Tally Record Service).**

1. Be registered and approved as an "asset-based" carrier.
2. Have company ownership unchanged, with no significant changes to name, SCAC or authority for the previous 12 months.
3. Possess a current Hazardous Materials Safety Permit issued by the Federal Motor Carrier Safety Administration (FMCSA) if applying to transport Hazard Class/Divisions 1.1, 1.2 & 1.3. If applying to transport Hazard Class/Divisions 1.4, 1.5 & 1.6; sensitive items; or other HAZMAT, carriers cannot have an "unsatisfactory" or "conditional" safety rating assigned by either the FMCSA or State in which the motor carrier has its principal place of business.

To obtain a full list of requirements, email your request to: [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil).

## **D. SDDC Advisories**

SDDC notifies TSPs of essential updates via Advisories. Advisories are sent out to the POCs listed in the carrier's registration form. POC information should be reviewed and updated annually.

Advisories are also posted on SDDC's website and can be accessed at;  
<https://www.sddc.army.mil/res/Pages/advisories.aspx>.

## **E. Trading Partner Agreement (TPA)**

If an approved carrier chooses to use Electronic Data Interchange (EDI) messages as a means to communicate with the government systems, ocean and/or freight, they need to complete a Trading Partner Agreement (TPA) with the Military Surface Deployment and Distribution Command's (SDDC's) G6 team. The G6 team monitors incoming and outgoing EDI transactions and requires valid points of contact and other appropriate information in order to establish and monitor the connection.

**NOTE:** TPA is not required if the TSP utilizes IBS/OCI or GFM to enter their acceptance of the shipment move.

All questions regarding TPA must be addressed to [usarmy.scott.sddc.mbx.g6-edi-support@mail.mil](mailto:usarmy.scott.sddc.mbx.g6-edi-support@mail.mil).

## **Additional Information**

### **TSP Affiliates**

Carriers must provide a list of all SCACs and associated DOT/MC numbers for which you are affiliated to [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil). Failure to provide a list of affiliates may result in disapproval in FCRP.

### **External Certification Authority (ECA) Program**

The ECA program supports the issuance of DOD-approved certificates to industry partners and other 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.

As of **1 October 2011**, The Military Surface Deployment and Distribution Command (SDDC) has met the DOD mandate by requiring the use of a digital certificate for industry partners requiring access to SDDC information systems.

The ECA Certificates can be purchased through two sources: Operational Research Consultants (ORC) and IdenTrust. The following links will provide additional information and links to purchase sources.

ORC: <http://helpspot.orc.com/ORCPortals/ECA/index.php>

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

**NOTE:** This ECA Certificate purchase information is provided as a convenience to our industry partners and does not constitute endorsement of particular commercial entities by the Military Surface Deployment and Distribution Command (SDDC), the United States Department of the Army (DA), 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 companies represented.

Additional information can be found at: <http://iase.disa.mil/pki/eca/>. TSPs who have purchased certificate and have questions may contact SDDC Help Desk at [sddc.safb.eta.pmo@us.army.mil](mailto:sddc.safb.eta.pmo@us.army.mil) for additional assistance. For TSPs who have not purchased the ECA/PKI certificate, you may address questions to [sddc.safb.eta.admin@us.army.mil](mailto:sddc.safb.eta.admin@us.army.mil).

## **Inspections**

Carrier agrees to permit unannounced Safety and Security Inspections of its facilities, terminals, employees, and operational procedures by DOD civilian, military personnel, or DOD contract employees. Carrier further agrees to have visitor control procedures in place to verify individuals requesting access to or requesting information of DOD shipments.

Verifications can be made by contacting SDDC's Customer Service Hotline at 800-526-1465. Carrier agrees not to disclose any information to unauthorized persons concerning the nature, kind, quantity, destination, consignee, or routing of protected commodities tendered to them.

## **Automation Transportation Request (ATR system)**

ATR provides an automated process to support TSP selection and reduces process time for transportation requests. TSPs need to have voluntary tenders in place and monitor this application to view available shipments.

On the GFM Home Page, access ATR training by selecting the "Online User Manuals/Help Files" (located under the "Training" menu located on the left side of the screen), then select "Automation Transportation Request (ATR) User Manual". If more assistance is required contact the GFM helpdesk at (800) 462-2176.

## **Carrier Performance Module (CPM)**

CPM is an application used to record and track service failures 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.

On the GFM Home Page, access CPM training by selecting the "Online User Manuals/Help Files" (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 at (800) 462-2176.

## **Change in Ownership, Affiliations, Legal Name, or Other Legal Name Changes**

Carriers must notify SDDC electronically ([usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil)) or USTRANSCOM electronically for air shipments ([transcom.scott.tcj5j4.mbx.lc@mail.mil](mailto:transcom.scott.tcj5j4.mbx.lc@mail.mil)) of any changes in ownership, affiliations, legal name or other changes affecting FCRP registration within 30 calendar days.

Changes to a motor carrier's SCAC due to changes in ownership, affiliations, or other legal name changes may occur; however, the SCAC must maintain an approved DOT and MC number as registered/approved in FCRP that meets the minimum requirement of 3 years of consecutive, uninterrupted DOT operating authority.

## **McNamara-O'Hara Service Contract Act (SCA) Compliance**

SDDC motor carriers are responsible for following the requirements of the Department of Labor (DOL) Service Contract Act (SCA). The SCA requires contractors and subcontractors performing service in excess of \$2500 to pay employees no less than the wage rates and fringe benefits found prevailing in the locality. The wage determination rates applicable to motor carriers moving freight for the DOD are based on shipment origin, within one of the nine origin regions, as outlined in Wage Determination No: 2011-0217. All transportation contracts, to include individual Bills Of Lading (BOL's), in excess of \$2500 must comply with the SCA. The MFTURP-1, or any other DOD regulation, does not alleviate the responsibility for motor carriers to follow the provisions outlined by the DOL SCA requirements mentioned above. The Federal Register and the Code of Federal Regulations are the official sources for regulatory information published by the DOL.

The DOL Wage and Hour Division (WHD) has sole SCA enforcement responsibility of the wage and fringe benefit requirements of the SCA.

DOL POC: Wage and Hour Division, CML (866) 487-9243, Website:  
[https://www.dol.gov/whd/contact\\_us.htm](https://www.dol.gov/whd/contact_us.htm)

**FCRP Team**  
**Domestic Carrier Management**  
**[usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil)**  
**(618) 220-6470**