

**STATEMENT OF WORK
MAIL TRANSPORT SERVICES**

SECTION 1 – GENERAL

- 1.1 DESCRIPTION OF SERVICES.** The contractor shall provide all labor, resources, security and all other items necessary to support, manage and operate the secure movement of United States Postal Service (USPS) and Military Postal Mail, including Registered Mail to and from Forward Operating Base (FOBs) Fenty, Camp Blessing, Camp Asadabad, Sharana, Camp Lightning, Ghazni, Shank, and Bagram Airfield. The contractor shall provide safe, operable vehicles and services in accordance with this contract. Vehicles will be in top working condition and acceptable to the government representative. The contractor shall have at least two years experience with convoy missions in Iraq, Afghanistan, and/or Kuwait.
- 1.2 POINTS OF CONTACT.** The contractor will provide the Contracting Officer and the Contracting Officer Representative (COR) with points of contact within their company to interface with the on issues concerning services outlined in this Statement of Work (SOW). Names, business address, 24hr phone numbers, and e-mail addressed, if applicable, are the minimum information requirements.
- 1.3 EQUIPMENT.** The contractor shall own and supply an appropriate number and type of vehicles to complete the mail delivery mission six days per week. All equipment necessary to complete the mission will be supplied by the contractor. All transport vehicles will be equipped with global positioning system with in-transit vehicle (ITV) tracking devices that provide real-time data to military personnel in US Army Tactical Operations Commands and military compatible communications equipment. The aforementioned is provided by the contractor. The contractor will provide anti-pilferage devices for the connexes. All mail will be loaded and presorted in the connexes. Connexes will be sealed by military personnel and will not at any time be opened by the contractor. Contractor will provide all fuel, oil, spare parts, tools and mechanics to repair and maintain equipment. Any broken or damaged equipment will be fixed immediately or replaced. It is the contractor's responsibility to recover any broken or damaged equipment. The contractor must provide a satellite cell phone to maintain communications with the appropriate US officials.
- 1.4 INSURANCE.** The contractor will carry insurance to cover the cost for the replacement or repair of vehicles lost, stolen or damaged through criminal acts, natural acts (commonly known as acts of God), or hostile acts. The government will not be held liable for claims resulting from any of the above. The U.S. Government is only liable for damages caused by willful acts of negligence of a U.S. service member or representative of the U.S. Government.
- 1.5 ENVIRONMENTAL.** The contractor will clean up all work sites, removing all debris and refuse from the site to the satisfaction of the U.S. Government. All waste oil, fuel spills, and any hazardous material generated as a result of the contractor activities will be cleaned up immediately and all residues will be transported away from the designated project site for proper disposal in accordance with all applicable laws and regulations.
- 1.6 LABOR.** The contractor will hire the necessary personnel, within the limits of the contract, in order to complete mail transport, both pro-grade and retro-grade, between Fenty, Camp Blessing, Camp Asadabad, Sharana, Camp Lightning, Ghazni, Shank, and Bagram Airfield. The contractor shall provide all equipment and life support for employees; to include, weapons, individual antiballistic protective equipment, food, water, transportation, fuel, shelter for materials and personnel, and material handling equipment as necessary to complete the work. Arming of contractor personnel shall follow DoD I 3020.41 and all other policies and memorandums published on the subject of arming contractors. The Government is not liable for any injury incurred by contractor personnel. Contractor personnel shall comply with worker escort policy established by government officials. Personnel without a Mail Handler Card may not come in contact with the mail at any time. Violations of this policy may result in termination procedures. Contractor personnel not adhering to the escort policy may be detained and/or removed from the project site. Contractor personnel will only take direction from the Contracting Officer.

- 1.7 PERSONNEL REQUIREMENTS.** All drivers and personnel coming into contact with USPS and military mail must be able to pass the background/screening checks performed by the U.S Government. All drivers and personnel coming into contact with USPS and military mail are also required to maintain a Mail Handlers Card, DD Form 285. Employees will not be granted access to the installations without the appropriate clearance. The contractor must employ a minimum of one U. S. Citizen for the purpose of transporting registered mail. Mail Handler Card Classes are given by the HR Company in English. Personnel can not have a relief from postal duties and still maintain a Mail Handler Card.
- 1.8 ACCESS REQUIREMENTS.** Contracted personnel must obtain appropriate badges and licenses. These include but are not limited to Flightline Badge, authorization to carry weapons on military installations, and unescorted badges.
- 1.9 SECURITY.** The contractor will conduct convoys independently, without military escorts. As such, contracted employees shall be armed for the purpose of personnel protection and/or the protection of the commodity which they transport. Contractor will comply with all applicable regulations and policies in regards to carrying weapons.
- 1.10 PERIOD OF PERFORMANCE.** Contract performance will be for a period of twelve months.

SECTION 2 – DEFINITIONS

- 2.1 ACCEPTANCE INSPECTION.** A joint contractor/government inspection shall be performed on all vehicles and equipment prior to placing them in service. This inspection shows the overall condition of the vehicle. Discrepancies must be fixed prior to utilizing the vehicles. This inspection shall be documented by the contractor and submitted to the Contracting Officer. Inspections shall be conducted within two days prior to execution of the contract and then before every mission.
- 2.2 ACCIDENT REPAIRS.** Repairs required because of collision; regardless of whether an object collided with a stand still vehicle, or whether the vehicle requiring repairs was the moving vehicle, will solely be the responsibility of the contractor.
- 2.3 CRIMINAL ACT.** A violation of a Local National or US Government civil law may be cause for the Government to terminate this contract.
- 2.4 DISABLED VEHICLE.** A damaged, worn out, or malfunctioning vehicle will be turned away at the COR's discretion at no charge to the government.
- 2.5 SCHEDULED MAINTENANCE.** Periodic prescribed inspection or servicing of equipment is the responsibility of the contractor. All vehicles engaged in convoy operations must adhere to the maintenance policy.
- 2.6 UNSCHEDULED MAINTENANCE.** Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition is the responsibility of the contractor. All vehicles engaged in convoy operations must adhere to the maintenance policy.

SECTION 3 - TASKS PECULIAR TO THIS SOW

- 3.1 OPERATIONS.** The contractor shall provide all resources required to operate and manage a Direct Support (DS) mail transport service. This will include necessary security personnel required for the secure movement of mail.

3.1.1 SHARANA AIR FIELD (SHAF) MAIL TRANSPORT – The contractor will do 3 different legs. The first leg of the route will carry pro-grade and retrograde mail between the Sharana (APO) and Bagram APO. This leg will run two (2) days per week. On one of these two runs, the contractor will also stop at Shank APO. The second leg will carry pro-grade and retro-grade mail from Bagram APO and Ghazni two (2) times per week. The third leg will carry pro-grade and retro-grade mail from Bagram APO and Camp Lightning APO one (2) time a week. The average weight transported is 5,000 pounds per container, average total weight

transported is 10,000 pounds per week (with the exception of Para 3.8). Before leaving APOs, contractor must provide Postal Operations with a convoy manifest to include, but not limited to route plan, check points, names of personnel, types of weapons, types of communication, and amount of mail carried. This information should also be secured on the convoy.

3.1.2 FENTY MAIL TRANSPORT – The contractor will run two (2) simultaneous routes. The first leg of the route will carry pro-grade and retrograde mail between the Fenty Army Post Office (APO) and Bagram APO. This leg will run three (3) days per week. The second leg will carry pro-grade and retro-grade mail from Fenty APO and Asadabad APO two (2) times per week. The third leg will carry pro-grade and retro-grade mail from Fenty APO and Camp Blessing APO one (1) time a week. The average weight transported is 5,000 pounds per container, average total weight transported is 10,000 pounds (with the exception of Para 3.8). Before leaving APOs, contractor must provide Postal Operations with a convoy manifest to include, but not limited to route plan, check points, names of personnel, types of weapons, types of communication, and amount of mail carried. This information should also be secured on the convoy.

3.2 CARGO. Vehicle cargo areas will not contain anything other than USPS and military mail. Vehicles will be clean and ready to accept mail at the scheduled pickup time.

3.3 SECURITY. The contractor shall maintain security of mail in accordance with Volume 1, DoD Postal manual 4525.6M during transportation between specified APOs. It is the contractor's responsibility to protect the mail from loss, theft, tampering, damage, and compromise during all phases of transportation. Any incidents or suspected incidents of lost, stolen, or tampered mail will be reported to the COR, in writing, within 24 hours of discovery. Any contact with the enemy must be reported to the Tactical Operations Command (TOC) immediately. If the delivery truck breaks down while moving mail, the driver will notify the COR or an individual designated by the COR immediately. At no time will a vehicle containing USPS mail or military mail be left unsecured. Contractor will attempt to recover mail lost due to enemy contact. If the contractor determines the mail containers cannot be recovered, they will attempt to destroy the container so as to prevent the enemy from obtaining operational security information. The contractor must follow the plan for destruction of mail in accordance with DOD 4525.6M. Destruction of mail must be coordinated through COR or designated postal authorities. Contractor must provide own means to destroy the mail.

3.3.1 If mail convoy receives significant damage, contractor must coordinate the recovery of mail. The contractor is responsible for retrieving the mail; however, the COR must be notified of the event and location of the damaged vehicles. The contractor then needs to return the mail to postal channels as a quickly as possible. Contractor recovery operations will be available 24 hours a day. The contractor will repair or replace vehicle(s) within six (6) hours of break down. If this requirement is not met, the Government will consider it a failed mission.

3.3.2 The contractor must ensure the accident area is searched, and recover all mail, mail equipment, and mail fragments. The contractor's designated postal representative shall make prior arrangements to gain access and approval necessary to enter the accident scene. Once the accident scene is clear, the driver will secure the vehicle and move to the nearest Military Post Office (MPO) immediately. A list of all MPOs near the transportation route will be provided by the COR or the Postal Operations Division. The COR or designated postal representative must be notified immediately of the accident.

3.3.3 The contractor's project manager must determine the extent of loss of damaged to mail. If the information is not available from a manifest (DD 1372), send messages to all terminals through which the carrier operated to obtain the total makeup of the mail on board. This information must include, but not limited to pounds of mail and break down of the type of mail.

3.3.4 If the contractor has undamaged mail, the contract must then deliver the undamaged mail to the appropriate MPOs.

3.4 DELIVERY SCHEDULES. Delivery schedules will be set by the COR. The contractor will meet all delivery schedules specified by the COR. If the contractor is unable to meet schedule times for any reason the COR will notify the Postal Officer immediately. If a scheduled truck run is going to be late, the driver will notify the

receiving APO postal officer/Noncommissioned Officer in Charge (NCOIC) immediately (COR will provide all phone numbers). Registered mail, which requires escort by a U.S. citizen with secret clearance, will be delivered as required, but not less than one time per week.

3.5 COORDINATING MOVEMENT. All movements and routes will be coordinated with the battlefield Support Operations Officer (SPO).

3.5.1 SHAF MAIL TRANSPORT: The routes will be between Sharana and Bagram Air Field (one trip to Shank per week), Ghazni and Bagram, and Camp Lightning and Bagram. The frequency for the Sharana/BAF route will be two times per week with one time per week stop at Shank. The frequency for the Ghazni/BAF route will be two times per week. The frequency for Camp Lightning/BAF route will be two time per week. Changes in the delivery schedule may occur for reasons of force protection. Contractor will maintain continuous communications with the COR.

3.5.2 FENTY MAIL TRANSPORT: The routes will be between FOB Fenty and Bagram Air Field, FOB Fenty and Camp Asadabad, and FOB Fenty and Camp Blessing. The frequency for the FOB Fenty/BAF route will be three times per week. The frequency for the FOB Fenty/Asadabad route will be two times per week. The frequency for FOB Fenty/Camp Blessing route will be one time per week. Changes in the delivery schedule may occur for reasons of force protection. Contractor will maintain continuous communications with the COR.

3.6 MAIL SECURITY UPON ARRIVAL AT DESTINATION. At no time will drivers leave trucks unattended or unsecured until properly relieved by appropriate postal personnel. The contractor will separate mail at each APO according to the final destination and load mail so that the first stop can be offloaded first. Connexes will be dropped off at final destination and switched out with a retrograde connex.

3.7 REQUIRED DOCUMENTATION. The APO NCOIC or representative will be responsible for completing the Transportation Control and Movement Document (TCMD) (DD Form 1384) and sealing the vehicle prior to departure to the next location. The contractor shall maintain control of the TCMD provided by the Government for each segment of transport leg. Contractor will provide the COR a copy of all documentation.

3.8 SURGE PERIODS. Mail volume is historically seasonal. The contractor may be required to add cargo capacity or make additional runs to transport mail. Traditional surge periods are from November through January. Contractor can expect over an 80% increase in mail during this period.

3.9 MANAGEMENT RESPONSIBILITIES. The contractor shall take steps to maintain and improve the efficiency of the operations. Contractor will perform quality control over mail line haul functions. Contractor will respond in writing to the COR, corrective actions taken in response to irregularities identified.

3.10 STANDARDS. Mail will be handled in accordance with Volume 1, DoD Postal Manual 4525.6M, which is available electronically at <http://www.dtic.mil/whs/directives/corres/html/452506m.htm>. Vehicle will be secured at point of departure and remain secure until delivery at designated APO. Any violations of civil or criminal law on the part of the contractor, related or unrelated to the performance of this contract, may be cause for the Government to terminate the contract and/or pursue legal or civil action. Any violation of this SOW may cause the Government to terminate this contract.

SECTION 4 - CONTRACTOR FURNISHED ITEMS AND SERVICES

- 4.1 GENERAL.** Contractor shall provide personnel, vehicles, equipment, resources and services required for the secure transportation of USPS and military mail in accordance with this SOW.
- 4.2 RECORDS.** The contractor shall maintain records of transactions with the U.S. government and, upon request, make such records available to properly designated COR within a three calendar days.
- 4.3 VEHICLES AND CONTAINERS.** Vehicles, provided by the contractor, will be suitable for the transportation of 20 foot containers; two (2) vehicles must be provided to transport two (2) 20-foot containers. At each delivery location contractor will drop off connexes containing mail. Contractor is not relieved of responsibility of the container until postal representative completes documentation required on the TCMD, as stated in Para 3.7. At each location, contractor will also pickup the connex containing retro-grade mail for return to Bagram. All connexes will arrive with seals in tact. The receiving postal activity or a designated postal clerk will be the only ones authorized to remove the seal. The driver shall not affix or remove seals under any circumstances. The Government is not required to pay the contractor for any leg of the route for which there is evidence that the connex seals, or the connexes themselves, have been altered.
- 4.4 SERVICES.** The following services shall be provided by the contractor:
- 4.4.1 SECURITY.** Contractor shall provide for the secure transportation of mail. All weapons will be provided by the contractor. Only US Government-approved weapons are authorized for personal protection. Contractor will be held accountable for all lost, stolen mail or damaged mail.
- 4.4.2 MAINTENANCE.** The contractor shall maintain their vehicles as well as provide all parts, labor, and expertise necessary to complete the required maintenance tasks. Parts include those items that must be replaced due to fair wear and tear such as windshield wipers, tires, headlamps, filters, fluids and lubricants. The cost of parts and labor for maintenance on damages resulting from negligence of U.S. personnel shall be submitted to the Contracting Officer for consideration of compensation.
- 4.4.3 RECOVERY.** Upon proper notification, the contractor will recover disabled vehicles and containers containing USPS and/or military mail – at no time will a vehicle containing USPS or military mail be left unguarded/unsecured. Recovery operations will be available 24 hours a day. The contractor will be responsible to provide recovery of mail containers within 24 hours of loss. If this requirement is not met, the Government will consider it a failed mission. Contractor must have another vehicle immediately available to recover and replace any damaged vehicle. Contractor must submit recovery plans and carry these plans with every convoy. Contractor must provide own medical support and recovery operations for mail, personnel and vehicle.

SECTION 5 - GOVERNMENT FURNISHED ITEMS AND SERVICES. The government will provide personnel and equipment to assist loading/unloading vehicles. The government will also provide the 20' containers required for the transport of USPS and military mail. The contractor will provide all other equipment.

Appendix 1 - Postal Policy References

Postal Operations Manual (POM) issue 9 July 2002.

Postal Operations Division (POD) Policies.

[DoD Directive 4525.6](#), Single Manager for Military Postal Service (MPS).

+[DoD 4525.6-M](#), DoD Postal Manual

[DoD 4525.6-C](#), DoD Postal Supply and Equipment Catalog.

DoD 4525.6-H, Mail Distribution Instructions and Labeling Handbook.

[DoD 4525.6-L-1](#), Military Post Office Location List (MPOLL).

[DoD 4525.6-L-2](#), Military Post Office Mail Distribution Scheme (MPOMDS).

[DoD 4525.6 STD](#), Transit Time Information Standard System for Military Mail.

[United States Postal Service Transportation Handbook Series T-7](#), Handling, Dispatching, and Transporting Military Mail by Air.

Appendix 2 - Glossary

AMPS	Automated Military Postal System
FPO	Fleet Post Office
CAMALS	Consolidated Air Massing and Labeling Scheme
DoD	Department of Defense
FPCON	Force Protection Conditions
GFE	Government Furnished Equipment
IAW	In Accordance With
JMMT	Joint Military Mail Terminal
MCA	Mail Control Activity
MHE	Mail Handling Equipment
MPSA	Military Postal Service Activity
OMDC	Official Mail Distribution Center
PNA	Postal Net Alerts
POC	Postal Operations Center
USPS	United States Postal Service