

Appendix H: CUI Requirements Table
Contract Document(s) Required Data Elements

All electronic and or hard copy document(s) required for the services identified herein shall include the data elements identified in Tabs 1 - 4 as applicable.

Upon completion of Customer Counseling Services (PWS 1.2.5.2.), the contractor shall create an electronic and/or hard copy record of the customer's application for household goods relocation services inclusive of the following information as applicable:

Full name (Last, First, Middle Initial)

Counseled/Issue Date(s)

Total number of shipments

Last Four SSAN

DOD ID Number

Rank/Grade

Service Branch/Agency

Origin PPSO

Origin duty station

Destination duty station

Shipment Type (identify

Dependents (Y/N)

Number of Dependents

Weight Entitlement

Estimated Weight for each shipment

Origin <GELOC>

Origin/Pick-up Address

Authorized Origin Address

Secondary Origin/Pick-up Address

Destination PPSO

Destination <GELOC>

Destination Address

Authorized Destination Address

Customer ETA at Destination

Desired Survey Date

Desired Pack Begin

Requested Pickup Date

Requested Delivery Date

Pick-up Email

Pick-up Phone

Type Orders

Travel Authorization Number

Travel Authorization Date

Travel Authorization Issuing HQ

Intransit Email

Intransit Phone

NTS Release Info (if applicable)

NTS Expiration (if applicable)

Electronic Copy of Orders

Remarks field (included any notes provided by customer pertaining to shipment)

Country specific forms (customs related or any others applicable)

Customer signature/confirmation. Required for certification of their shipment responsibilities and storage responsibilities.

For Counseling Services for Personally Procured Moves (PWS 1.2.5.2.1.), the contractor shall create an electronic and/or hard copy record of the customer's application for household goods relocation services inclusive of the following information:

All applicable elements identified in Tab 1 plus the following as applicable:

Government Constructive Cost (Maximum Entitlement)

95% GCC (based on Maximum)

SIT obligation (Maximum)

Advance (Maximum)

Estimated Government Constructive Cost (based on customers estimated weight)

95% GCC (based on Estimate)

SIT obligation (Estimate)

Advance (Estimate)

Customer signature/confirmation (required for certification of understanding of their tax implications, all entitlements and advance requirements)

PPM Closeout Info

Total number of shipments

Actual Weight (at closeout)

Actual Government Constructive Cost (Shipment)

Actual Government Constructive Cost (Storage)

95% GCC (based on Actual)

SIT obligation (Actual)

Advance (Actual)

Line of Accounting/SDN or SAC)

TAC

Previously submitted PPM claims

Member paid expenses (total)

GTC paid expenses

Member paid SIT

GTC paid SIT

Claimable expenses (breakout) i.e. Contracted expenses, rental equipment, consumable packing materials, weighing fees, Gas, Tolls, Oil, Other

Orders with all amendments

Empty Weight ticket(s)

Full weight ticket(s)

Reimbursable expense receipts

Vehicle registration

DD-FMS-2231 Direct Deposit Form (pre-populated with basic information)

DD1352-1 (pre-populated with basic information)

The contractor shall create an electronic and hard copy record of shipments requiring storage in transit (SIT) and accessorial services requested, approved and performed throughout the customer's household goods relocation services inclusive of the following information:

Last Name

First Name

Middle Initial

DOD ID Number

Rank/Grade

Service Branch/Agency

Origin duty station

Destination duty station

Shipment Type

Weight Entitlement

Estimated Weight

Actual Weight

Date of Pickup at Origin

Ordering Activity/Installation Name

Origin <GELOC>

Applicable Pick-up Address

Destination <GELOC>

Applicable Destination Address

Type Orders

Travel Authorization Number

Travel Authorization Date

Travel Authorization Issuing HQ

Email

Phone

Remarks field (Provide any details on accessorial services for this shipment.)

Total number of shipments

Crating Remarks. Contractor shall annotate the actual dimensions of the item being crated (Length, Width, Height in inches) in remarks as well as proposed crating dimensions. No rounding of cubic dimensions, size will be truncated to two decimal places (e.g., 6.8055555 cu ft will be invoiced in DPS as 6.80 cu ft).

Signature Services Remarks and Documentation:

The request must include notes explaining the limitations preventing the linehaul equipment from accessing the origin/destination. The following additional documentation may be requested to support payment and post payment audit (GSA):

- a. Signed dispatch logs indicating the driver and equipment specifics used to perform the truck to truck transfer, with dates.
- b. Paid equipment rental receipts (if utilized) and/or Driver Cab Logs (whichever is applicable) indicating
 - (1) equipment type,
 - (2) duration of use,
 - (3) date used, and
 - (4) location of use.

Other Service remarks

Storage in transit FADD (The contractor's period of SIT eligibility begins on the FADD, and ends by the 5th working day (excluding Saturday, Sunday and holidays) after the requested delivery date(s) from storage or the actual delivery date, whichever is earlier.)

Storage in transit Begin Date

Name and address of SIT Facility

Storage in transit Requested Delivery out Date

Customer Requested Delivery Date

Date Customer Provided Requested Delivery Date

Storage in transit end date (The contractor's period of SIT eligibility begins on the FADD, and ends by the 5th working day (excluding Saturday, Sunday and holidays) after the requested delivery date(s) from storage or the actual delivery date, whichever is earlier.)

Total Days in SIT

Services provided at Origin/Destination/Other

Customer signature/confirmation (Establishing certification of that materials were furnished/accessorial services were performed at origin, destination, or both.)

Signature of TSP Representative

All Excess Cost Notifications, IAW PWS 1.2.8.4. shall include the following information:

All applicable elements in Tab 1 and the following:

Detailed basis to support the Excess Cost determination (e.g. unauthorized location, multiple lots, over weight)

Estimated cost overage and basis for the determination.

Customer signature/confirmation -- Required to certify acknowledgement of their responsibility for excess costs as well as projected excess costs.

Provide basis for excess costs (e.g. unauthorized location, multiple lots, over weight) and estimated excess cost amount and basis for calculation

Remarks field

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