

ATTACHMENT V.J.2

DOMESTIC SMALL SHIPMENT (DS2) SHIPMENT MANAGEMENT

A. INTRODUCTION

This document describes the shipment planning, distribution and management of the Defense Personal Property Program (DP3). This document also describes implementation of the Defense Personal Property System (DPS) as it relates to the management of Domestic Small Shipment (dS2).

B. OUTBOUND

1. Traffic Distribution:

These instructions are applicable to all DOD approved Transportation Service Providers (TSPs) eligible to transport Household Goods (HHG). There are Traffic Distribution Lists (TDLs) for every Code of Service (COS) under each channel combination. The number of TSPs in any given channel varies based on the number of DOD approved TSPs with an acceptable Best Value Score (BVS). TSPs are ranked from highest BVS to lowest BVS in each of these TDLs.

NOTE: Definitions for all COS are listed in Chapter 402.

2. Shipment Allocation (Routing and Booking):

a. DPS allocates a shipment ready for booking to the correct Personal Property Shipping Office (PPSO) based upon their Area of Responsibility (AOR). Shipments are allocated by determining the available COS that meets the particular shipment requirement, requested delivery dates and shipment pickup dates. As a result of this process, an estimated cost for each available selection is provided. Shipment offer determinations also require a comparison between TSP blackout dates and pickup dates. Once the COS is selected, the shipment is offered by determining the next TSP for the particular traffic channel and COS, based on the BVS rankings and existing allocations. Based upon these evaluation criteria, DPS determines the next TSP to be allocated a shipment, and that shipment is then offered to the TSP.

- (1) Based upon the terms and conditions of the rate solicitation, shipment distribution under DP3 is made according to the allocations described within the BVS rankings by quality band within a given traffic channel. BVSs are determined (IAW) the evaluation criteria set forth in the rate solicitation. TSPs in each Quality Band receive a set number of shipments, with TSPs in the highest Quality Band receiving more shipments than TSPs ranked in the lower quality band bands. DPS determines shipment assignment based on customer-unique shipment indicators including type of shipment, required pickup and delivery times, transit time, and the origin to destination combination (channel). Prior to the beginning of an annual rate cycle, the Military Surface Deployment and Distribution Command (SDDC) develops a Minimum Performance Score (MPS) for each market. TSPs with scores above the MPS are divided into four Quality Bands in highest to lowest BVS order within a given traffic channel, with more TSPs assigned to the first Quality Band if the number of TSPs in a market is not divisible by four. Shipments are awarded to TSPs as specified in [Table V.J.2-1](#).

For example, in a traffic channel with a total of 40 TSPs [ten TSPs within each Quality Band], all ten TSPs in the first band are assigned a shipment in round-robin fashion until each TSP has been assigned the number of shipments awarded to the first quality band TSPs under the terms and conditions of the rate solicitation. After the first quality band

shipments have been allocated, the next available shipment would be assigned to the first TSP within the second Quality Band. After all TSPs above the MPS have been assigned the allotted number of shipments under the shipment allocations for each respective quality band under the terms of the rate solicitation, shipment allocation begins again with the TSP with the highest BVS in the first Quality Band. In circumstances where a customer requests a specific TSP, and that TSP is in the current allocation Quality Band, the PPSO is permitted to assign that shipment to the requested TSP in DPS, however that manual assignment will be considered an assigned shipment within that quality band rotation.

- (2) Volume Move (VM) and One Time Only (OTO). DPS uses a Commercial Off the Shelf software product, “Request for Quote”, to solicit VM and OTO rates from TSPs as required for the following types of shipments:

- (a) VM
- (b) OTO

The PPSOs must submit request quotes for VM and OTO requests through DPS. SDDC reviews requests and solicits shipments using DPS. VM requests are only provided to TSPs with rates on file for that channel. SDDC does not provide the lowest rate on file for that channel for the regular market with any of the participating TSPs on the VM request.

- (3) The process/distribution logic for VM is as follows:

- (a) FOR DOMESTIC VM:

- 1 All rates submitted by TSPs for the VM must be lower than their lowest rate on file for that channel in that market.
- 2 DPS ensures TSPs file lower rates for both line-haul and Storage In-Transit (SIT).
- 3 DPS ensures TSPs provide VM rates lower than their current rate on file for that channel. Higher rates are rejected.
- 4 DPS establishes a Rate Score (RS) for all TSPs with acceptable rates for each VM request.
- 5 DPS combines the RS with the current Performance Score (PS) for the market to establish a unique BVS used for the VM.
- 6 DPS ranks TSPs based on their BVS (from highest to lowest) and selects the TSP with the highest BVS at the time of the VM award.
- 7 SDDC may select an alternate TSP to handle volume above the amount handled by the primary TSP if required.

3. Shipment Award:

DPS offers the shipments to the TSP based on unique shipment indicators such as the type of shipment, required pickup, delivery times, transit time, and the origin to destination combination (channel) information obtained during counseling. DPS determines the shipment mode that meets all the time parameters. DPS awards shipments to qualified TSPs in a round robin rotation based on BVS. DPS notifies TSPs electronically in their work queue and via Electronic Mail (e-mail) (based on TSP’s preference) when new or updated booking requests and cancellations are posted.

PPSOs can override or accept the suggested TSP to award the shipment. When a TSP is overridden by the PPSO, DPS automatically retains the TSP as the next available TSP in that Quality Band. It then awards the next available shipment to the TSP. If the PPSO overrides the suggested TSP, the PPSO must select a reason for the deviation. The deviation reasons are as follows:

- a. Primary TSP is customer's non-preferred TSP
- b. Traffic management decision
- c. Quality Assurance (QA) action is pending against the TSP.

PPSOs can award shipments to TSPs manually or automatically via DPS. TSPs receive notification of shipment award in DPS. DPS will send notification to the customer to provide the TSP's name and telephone number to enable the customer to contact the TSP directly.

4. Manual Booking Process:

- a. At a minimum DPS determines:
 - (1) The channel based on origin-destination pair
 - (2) Domestic
 - (3) Type of shipment
 - (4) Eligible for an established VM
 - (5) Available Mode
 - (6) Best Value (BV) TSP, including for each available COS
 - (7) Applicable transit time for each available COS
 - (8) Pickup date, dates, Required Delivery Date (RDD) (if known)
- b. DPS displays all applicable COS choices to the PPSO. The PPSO then selects the applicable COS. The PPSO can override the DPS suggested TSP for the following reasons:
 - (1) Alternate TSP is customer's preferred TSP
 - (2) Primary TSP is customer's non-preferred TSP
 - (3) PPSO is consolidating shipments
 - (4) Punitive action pending against TSP
 - (5) After the fact OTO – SDDC only.
 - (6) DPS allocates the shipment to the appropriate TSP.
- c. Automatic Booking Process:

The PPSO can select the automatic booking option in DPS. If selected, DPS automatically routes and books all eligible shipments as follows:

- (1) DPS identifies the channel (origin-destination pair).
- (2) Determines type of shipment.
- (3) Determines whether the shipment should be moved via VM. If so, the shipment may not be booked automatically and DPS alerts the PPSO that the shipment is not eligible for the automatic booking process and must be booked manually (shipment appears in the PPSO work queue for processing.)

- (4) DPS determines shipment mode (Surface or Air), based on information obtained during counseling or resident in DPS. This information includes: pickup date, RDD, number of leave days (if customer is taking leave in-transit), customer arrival date at destination, shipment transit time, availability of housing. DPS selects the mode that meets all the time parameters. If both surface and air modes meet all the time parameters, DPS uses the specific COS indicated by the Personal Property Consignment Instruction Guide (PPCIG) or DPS defaults to surface (i.e., lowest cost).
- (5) When DPS identifies the mode, the system determines the COS based on transit time. DPS selects the most cost-effective COS.
- (6) DPS then allocates the shipment to the TSP according to the BVS process within the Quality Band.

NOTE: At the time the shipment is awarded, DPS assigns the Bill of Lading (BL) number. However, neither the PPSO nor the TSP can print the BL until the TSP has: (1) entered the actual agreed-upon dates (and (2) entered the pre-move survey data (estimated weight). After the TSP has entered this data, the TSP and PPSO can print the BL. It is suggested that the TSP wait to print the BL until shortly before the first pack date. This will prevent the creation of un-needed correction notices.

- d. **Short-Fuse Shipments:** Short Fuse shipments are defined as shipments requiring pickup within five business days or less. DPS will offer short-fuse shipments electronically to all TSPs in that market. TSPs that have entered “Blackout Dates” during this period receive shipment notifications as well. This shipment is a ‘bonus’ and is not counted against the TSP’s scheduled shipment distribution. TSPs are not assigned an “administrative shipment” for refusing a short-fuse shipment. TSPs have up to 24 hours to respond to short fuse offers. Should a quicker response be required, the PPSO may contact the TSP by phone if necessary. If no TSP accepts a short-fused shipment within 24 hours, DPS alerts the PPSO of the “Non-Response”. The PPSO must take action to ensure the member/employee’s shipment is serviced (e.g., contact a TSP willing to accept the shipment and subsequently award that TSP the shipment in DPS, contact the member/employee to obtain alternate dates, or ship as a Personally Procured Method (PPM). In the event a TSP accepts a short fuse shipment and later refuses to honor their acceptance, PPSO will perform pullback procedures located in [Para B.7](#).
- e. **Blackout Dates:** TSPs may modify blackout dates for specific origin PPSO and destination region combinations by shipment category in DPS on a daily basis. The TSP may enter blackout dates six months in advance (e.g., on 1 January the TSP can blackout dates through 30 June). This provides TSPs with the flexibility required to manage workloads, while maintaining a pool of available TSPs for expected DOD shipments. DPS allows real-time updates of blackout dates to prevent shipment assignment conflicts. If a TSP misses a shipment assignment because the date is blacked out, the TSP is assigned an “administrative shipment” and is not offered another shipment until the next scheduled assignment within that Quality Band.
- f. **Weekend/Holiday Schedule:** DPS tracks holidays and weekends for each BL Office Code (BLOC) as they impact allowable pack/pickup dates. DPS allows the PPSO to enter and/or modify the holiday schedule for their AOR and override the default scheduling rules to allow a pack/pickup at their BLOC on a holiday or weekend.
- g. **RDD:** DPS establishes the RDD. To calculate RDD, DPS uses two variables: Transit Time and the requested Pickup Date. The Transit Time is determined by the channel and weight, see Appendix L. Rule exceptions:

- (1) Customer enters a desired delivery date and/or arrival date earlier than the calculated transit time for the COS available. The TSP must agree to the earlier RDD because the desired delivery and/or arrival date becomes the RDD. If the PPSO is aware the customer requires a delivery date shorter than the transit time, the PPSO will contact the next-in-line TSP prior to actually offering the shipment and officially offer the shipment to the TSP.

NOTE: The TSP is not charged a refusal if it declines a shipment with an RDD earlier than the calculated transit time.

- (2) Customer enters a range of dates for pickup and/or delivery. In these instances, the following chronology of events would apply:
 - (a) During Counseling: Establish customer preferred shipment dates (origin and destination) (to include pickup and RDD)
 - (b) During Booking: Enter preferred shipment dates
 - (c) During Pre-Move: TSP and customer establish pickup date and RDD
 - (d) Actual Dates: Actual shipment pickup and delivery dates.

5. Rejection of Shipment Awards:

If a TSP refuses a shipment, the TSP is not eligible to receive shipments in that PPSO's market for 30 calendar days. Multiple refusals will lead to disqualification. Additional information can be found in the QA business rules. DPS monitors TSP responses to shipment offers to ensure acceptance within 24 hours after shipment has been assigned (excluding weekends and holidays). DPS considers time zones to avoid TSP removal.

If the TSP fails to respond to a shipment offer within the required time:

- a. DPS sends notification to the PPSO QA and Outbound section and generates 'Notice of Non-Response', which is an e-mail message to the TSP indicating the TSP's failure to respond in a timely manner to the shipment award. DPS marks the e-mail 'URGENT' and sends the notification to the TSP.
- b. DPS charges the TSP a shipment and re-offers the shipment to the next available TSP within the current quality band, or if the quality band is exhausted, then to the first TSP in the next quality band.
- c. PPSO QA initiates a 'Letter of Warning' (DD Form 1814, Transportation Service Provider Notice of Warning /Suspension /Reinstatement /Cancellation, [Figure V.J.2-3](#)) to the TSP and notifies all parties concerned that a DD Form 1814 has been initiated. The DD Form 1814 must list the exact violation. The TSP must be advised that a 'Non-Response' constitutes a 'Refusal' and punitive action follows.
- d. DPS does not 'automatically' remove the TSP (inactivate the TSP) from the system or market. This action must be taken by the PPSO supervisor or SDDC QA to ensure that the "Non-Response" was not due to a system problem. TSPs have the right to appeal punitive actions taken against them IAW procedures outlined in the DTR, Appendix O.

6. Cancellation:

- a. The following information details shipment cancellation procedures. A cancellation may occur or when the PPSO/PPPO determines that a shipment must be cancelled in the interest of the Government.

NOTE: Shipment(s) cancelled within five business days of the pickup date are considered short notice when being reallocated and are not chargeable against the new TSP on the TDL.

- (1) When the PPSO determines a shipment must be cancelled in the interest of the Government, the PPSO will immediately notify the TSP (either telephonically or electronically) and process the shipment cancellation in the DPS (Shipment Management work queue). DPS will return the TSP to the TDL without shipment charge and the TSP will be considered for the next available shipment offering.

7. Pullback:

- a. The following information outlines PPSO shipment pullback procedures. A shipment pulled-back may occur as a result of a TSPs actions or inactions or when the PPSO determines that a shipment must be pulled-back in the interest of the Government. These procedures are applicable to both domestic and international shipments. At the PPSO's discretion, shipments may be pulled-back (e.g., cancel the BL) provided packing services have not been performed.

NOTE: Shipments pulled-back within five business days of the pickup date are considered short notice when being reallocated and are not chargeable against the new TSP on the TDL.

NOTE: If services have been performed, the original BL will be retained for payment of all services performed up until the pullback action was initiated. The PPSO will subsequently issue the appropriate correction notice.

- b. The PPSO must notify the TSP of the pullback and perform pullback actions in DPS (Shipment Management queue). When the PPSO determines that a shipment must be pulled back from a TSP in the interests of the Government, the shipment will not be charged to the TSP on the TDL. DPS will return the affected TSP to the TDL and the TSP will be considered for the next available shipment offering.
- c. Shipments pulled-back due to actions or inactions of the TSP are charged against the TSP on the TDL. When the TO determines that shipments must be pulled back from a carrier to protect the interests of the Government, the TSP will not be charged for the shipment allocations. For example, the TO imposes an immediate suspension on a carrier and he/she has already awarded three shipments for pickup. The TO pulls back the shipments, but the TSP is not charged with three allocated shipments.
- d. In all cases, the PPSO must notify the TSP (either telephonically or electronically) of the shipment pullback and perform pullback actions in DPS (Shipment Management queue). The PPSO must also notify the member/employee of the changes and provide new servicing TSP information.

NOTE: When a shipment(s) is reallocated, the new TSP must contact the member/employee as soon as possible and meet all DP3 requirements.

8. Pre-Move Survey:

The pre-move survey allows the TSP to address the customer's specific needs and concerns, in addition to guiding the customer in the preparation of his or her move from an administrative and practical perspective.

The pre-move survey:

- a. Establishes the volume/weight of goods to be transported
- b. Assesses necessary packing material.
- c. Permits assessment as to special packaging requirements for those goods authorized crate service dependent upon the nature/character of the goods.

- d. Permits the carrier to ascertain whether the shipment presents any other difficulties (e.g., if access to the house is difficult [Shuttle, crane required]).
- e. Establishes agreed-upon dates.

The TSP will attempt to make initial contact with the member/employee within three business days of shipment booking, to provide member/employee with their contact and pre-move information. DPS sends a notification to the member/employee providing the TSP's name and telephone number. If necessary, the member/employee can directly call the TSP regarding the pre-move survey. The TSP is required to conduct an in residence or a telephonic pre-move survey on all dS2 shipments. This requirement applies to all shipments with a five business day minimum notice in advance of the shipment pickup date. Subject to member/employee's availability, the TSP will complete the pre-move survey and update DPS with pre-move survey data, pack/pickup dates, and RDD information) as soon as possible but Not Later Than (NLT) three business days prior to the pickup date. For short-fuse shipments, the TSP is required to conduct pre-move survey (physically or telephonically) and enter pre-move data (e.g., estimated weight, pack/pickup dates) in DPS as soon as possible but NLT 24-hours prior to the first scheduled pack/pickup date. In all cases, the established pack/pickup dates (including all date changes) will be entered into DPS as soon as possible but NLT 24-hours prior to the first scheduled pack/pickup date. The TSP must enter the pre-move weight and the agreed pack and pickup dates before the BL can be printed.

The PPSO may initiate QA action for failure to perform a pre-move survey if the TSP has not entered required pre-move survey data IAW the above guidelines.

NOTE: The PPSO must verify member/employees pre-move availability prior to issuing punitive action against the TSP for failure to meet the above time-lines.

9. Negotiated Dates:

Negotiated dates may be established during the pre-move survey between the customer and the TSP. Negotiated dates provide customer flexibility in arranging for shipment pickup. TSPs will enter the negotiated pack/pickup dates into DPS. See [Para B.4.f](#) for weekend or holiday scheduling.

10. Accessorials:

TSPs enter the accessorial services requiring pre-approval for both origin and destination services into DPS. DPS tracks pre-approvals requested by a TSP. DPS displays all accessorials for which pre-approval has been requested, along with the pre-approval status. Pre-approval records are assigned a status of "Pending" when they are created, and "Approved" or "Denied" according to PPSO action. DPS uses the pre-approval data to compare with services submitted for final approval. Pre-approved and pre-denied services are flagged accordingly.

DPS electronically notifies the PPSO when actions must be taken. Notification includes:

- a. E-mails which are provided to the PPSO up to four times daily. Times are relative to the time zone of the PPSO.
- b. Notifications provide a summary of the number of each type of outstanding item (e.g., Pending Approval, Overdue)
- c. E-mails which are provided the PPSO Outbound Supervisor at least four times a day containing a list of outstanding actions for their work group.
- d. E-mails which include notice of services submitted for pre-approval that need to be acted on by the PPSO.

- e. PPSOs are required to approve or disapprove accessorial within three business days. DPS will send the PPSO a reminder e-mail which includes notice of services submitted for approval that are more than five business days since submission by TSP.

11. Sit At Origin:

Temporary storage will be used when it is in the best interest of the customer, as a result of circumstances at the destination area, or when it is in the best interest of the Government. The TSP must request SIT at origin in DPS. The origin PPSO must direct and approve the placement of an outbound shipment into SIT at origin. When a shipment is placed into SIT at origin, DPS sends a notification to the TSP and to the destination PPSO. SIT is managed as follows:

- a. PPSO directs a TSP to place shipment in SIT or receives TSP request to place shipment in SIT.
- b. PPSO approves or denies TSP request
- c. PPSO enters SIT data
- d. DPS generates the SIT control number
- e. DPS determines number of SIT days used, number of SIT days remaining, and SIT expiration date for each storage segment (e.g., origin, in-transit, and/or destination).
- f. DPS generates SIT correspondence notifications
- g. PPSO updates and extends SIT
- h. PPSO converts storage cost from government's expense to customer's expense. (see note 1 below)

NOTE 1: The PPSO must maintain visibility of the shipment until delivery out or other final disposition has been arranged. DPS notifies the users (customer, PPSO, and TSP) of shipment status via e-mail. DPS tracks the date the customer is contacted and informed that SIT is converted to customer's expense. The PPSO must contact the customer before converting shipments to commercial storage.

12. Excess Costs:

Refer to DTR Part IV Attachment U.J paragraph B.10 for information on excess cost.

13. Updating Shipment Information:

Shipment changes may include administrative changes (i.e., contact, shipment information, cancellations, terminations, pullbacks, diversions).

- a. DPS allows the customer to edit orders information, contact information, and/or shipment information. The customer can also modify data submitted on their shipment application(s) if the shipment has not been validated by the PPSO counselor. The following rules apply:
 - (1) DPS does not allow the customer to make modifications to their application, if:
 - (a) The shipment has been validated by the PPSO counselor and is ready to route and/or book. After the counselor has validated the application, DPS changes the status from "In Counseling-Submitted" to "Reviewed and Approved" to go to "Route/Award".
 - 1 DPS advises the customer: "One or more of the shipments associated with this set of orders has been moved beyond the counseling process and may have been routed and booked with a TSP. For this reason changes to the counseling

data cannot be made at this time. Please contact your responsible outbound PPSO for assistance.”

2 DPS advises the customer that the data cannot be modified and is ‘Read Only’.

Exception: The customer can update customer contact and dependent data at anytime to ensure accuracy.

(b) If the shipment has been validated by the PPSO and is in shipment planning, after the PPSO routes and/or books the shipment, DPS changes the status.

1 The customer must contact the PPSO to make changes to the shipment record.

a If the requested changes are made prior to the TSP conducting the pre-move survey, the PPSO can make the necessary changes in DPS and the TSP receives notification of the changes via DPS. The BL cannot be printed until after the pre-move survey data has been entered by the TSP. After the pre-move survey has been performed and the shipment record updated, the BL reflects the modification entered by the PPSO.

b If the requested changes are made after the TSP has performed the pre-move survey and the BL has been printed, the PPSO must make the necessary changes utilizing DPS.

NOTE: See the section below on shipment documentation for the blocks on BL which can be modified.

(2) The PPSO must make the requested modifications to the shipment record if the customer requests to change the pickup date to a “Blackout Date”, DPS alerts the PPSO that the date is not available with that TSP and the PPSO must:

(a) Contact the TSP to see if they can still handle the shipment. If the TSP is available, the PPSO must update DPS with the new date(s).

(b) If the TSP is not available on the new date(s), the PPSO must pull back and re-award the shipment to another TSP who is available during the period requested by the customer. The original TSP is not charged a ‘refusal’, and the next available shipment in that channel must be awarded to the original TSP if they are not blacked out.

(3) If the requested changes are made prior to the TSP conducting the pre-move survey, the PPSO must make the necessary changes in DPS and the TSP receives notification of the changes via DPS. The BL cannot be printed until after the pre-move survey data is entered by the TSP. After the pre-move survey has been performed and the shipment record updated, the BL reflects the modification entered by the PPSO.

(4) If the requested changes are made after the TSP has performed the pre-move survey and the BL has been printed, the PPSO must generate a BL correction notice to make the necessary changes and sends notification to the TSP via DPS.

14. Printing Outbound Shipment Documentation:

DPS provides for the accountability, usage, issuance, preparation, and distribution of all documentation generated in DPS. DPS ensures forms are properly prepared prior to printing. The following DPS generated documents support DP3 for dS2 shipments.

a. SF Form 1203, US Government Bill of Lading-Privately-Owned Personal Property (PPGBL) and Bill of Lading (BL). Used for the acquisition of authorized transportation and related services from commercial TSPs for the movement of DOD-sponsored HHG shipments

- eligible for movement on a BL. The BL is generated by DPS and available to the PPSO, TSP, and the customer.
- b. SF Form 1200, Government Bill of Lading Correction Notice, [Figure V.J.2-1](#). When transportation charges are affected by an alteration or correction, the SF Form 1200 must be prepared in DPS and available to the PPSO, and TSP.
 - c. DD Form 1780, Shipment Evaluation and Inspection Record, [Figure V.J.2-2](#). Evaluation of TSP performance begins when the origin Transportation Office (TO) offers a shipment to the TSP. Acceptance of the offer binds the TSP to perform IAW the general terms established by the DOD and agreed upon by the TSP and the specific terms contained on the BL and the rate solicitation.
 - d. DD Form 1814, Transportation Service Provider Notice of Warning /Suspension /Reinstatement /Cancellation, [Figure V.J.2-3](#). Used to notify the TSP of a warning, suspension, and/or reinstatement action. The letter of suspension must state the customer's name, BL number, and the exact violation and/or rate solicitation paragraphs violated on the shipment or shipments resulting in the suspension action. The PPSO must attach the DD Form 1780 supporting the suspension or a previous DD Form 1814 reflecting a letter of warning.
 - e. DD Form 1131, Cash Collection Voucher, [Figure V.J.2-4](#). Electronically generated and distributed by DPS when the Government is required to collect, or the customer wishes to provide, money for identified excess cost. This is normally, but not exclusively, used for customers in a non pay status.
 - f. DD Form 139, Pay Adjustment Authorization, [Figure V.J.2-5](#). Electronically generated and distributed by DPS to collect charges incurred by the customer for services not authorized at Government expense (i.e., excess packing, crating, hauling, storing, unpacking, uncrating). Collection will be accomplished through the issuance of a DD Form 139 for customer in a pay status at destination. This form can also be used for customers in a non pay status to route collection action through the necessary financial institutions.

C. INBOUND

1. Updating Shipment Information:

Shipment changes include administrative changes (i.e., contact, shipment information, terminations, pullbacks, diversions). Business rules follow:

- a. The customer can edit contact and/or shipment information. DPS saves all changes in the database and updates the shipment record. The customer can make the following modifications to their shipment record:
 - (1) Contact and sponsor data (e.g., e-mail addresses, phone numbers)
 - (2) Shipment information (e.g., delivery address if currently blank)

NOTE: All other changes must be coordinated with the destination PPSO.
- b. The PPSO can edit shipment orders, contact, and/or shipment information. DPS saves all changes in the database. PPSO can to make the following modifications to shipment records:
 - (1) Customer contact and sponsor data
 - (2) Shipment information (e.g., address, phone number)
 - (3) Update customer's orders information when in receipt of amended/adjusted/revoked orders.

NOTE: DPS maintains an audit trail of all the changes made to the shipment record including when changes were made and who made said changes. The TSP can update shipment addresses and phone numbers of the customer after the shipment has been picked up and is in route to the destination. The TSP cannot update the email addresses of the customer due to possible conflict of interest with the Customer Satisfaction Survey (CSS).

2. Shipment Arrival:

When a shipment arrives at the destination location, the TSP coordinates delivery directly with the customer. The TSP records the arrival and/or delivery of the shipment in DPS. The destination PPSO is not required to coordinate the arrival of shipments. If the TSP is unable to coordinate delivery with the customer after two hours, the TSP must submit a request for storage in DPS and receive approval from the destination PPSO. Placement of shipments in SIT is further discussed in [Para C.4](#). For further information regarding waiting times, see the terms and conditions within the dS2 Solicitation.

The PPSO can monitor the inbound shipment status, expected delivery, identify and/or view shipments that have arrived and are awaiting disposition (e.g., delivery to residence or SIT). The TSP must enter the following information in DPS:

- a. Arrival date
- b. Weight of shipment
- c. Enter whole or split shipment information

3. Shipment Delivery:

If the customer has not previously provided a delivery address for the shipment, the customer must enter the information directly into DPS as soon as it is known. This updates the customer contact information and provides the TSP and PPSO information access and ensures the shipment is delivered directly to their residence, preventing unnecessary SIT. The TSP must be in contact with the customer throughout the entire process. Upon shipment arrival at destination, the TSP must enter the arrival information in DPS. DPS sends notification to the customer and PPSO, advising them of the shipment arrival and subsequent delivery. The TSP must arrange to deliver the shipment(s) to the customer. When the customer provides a range of dates for direct delivery, the TSP must coordinate the “agreed” delivery date with the customer. After the shipment has been delivered, the TSP must enter the actual delivery date in DPS within three business days.

If a customer wishes to have a shipment delivered out of SIT, the customer may request a delivery from SIT by accessing DPS to enter their delivery address and date(s). The customer can also contact the PPSO directly to request delivery and the PPSO must annotate the customer’s delivery address and date(s) in DPS.

The delivery request appears in TSP work queue and the TSP must confirm delivery date in DPS within 24 hrs. The confirmation appears in the customer and PPSO work queue.

- a. Enter “Scheduled” and/or “Actual” delivery date
- b. Attempted delivery date.

4. SIT:

NOTE: All shipments placed in SIT must be approved by the PPSO via DPS.

- a. Requesting Sit: The PPSO may use SIT only when it is necessary to meet the customer’s transportation requirements. Although SIT is normally used at destination when a shipment arrives before the customer has established a delivery address, it also may be used at origin or at an intermediate point when determined by the PPSO to be in the best interest of the

customer and the Government. The TSP may use any DOD-approved SIT facility, SIT and related charges are based on the destination city or installation shown in block 18 of the BL unless otherwise authorized and directed by the PPSO.

- b. Requesting Sit Extension: Customers must request SIT extensions IAW the JTR, Paragraph C5190-B or JFTR Paragraph U5375 as applicable. SIT may not exceed 90 days unless additional storage is authorized.

DPS provides advance notification to all customers that SIT expires within 30 days. The SIT period starts from the date entered into SIT and ends on the date the entitlement ends (unless the entitlement is extended). DPS also sends SIT authorization expiration notification to the PPSO's work queue. The PPSO must take necessary action to deliver, extend, or convert the shipment to commercial storage in DPS. DPS will allow the customer to complete a DD Form 1857 and forward to the PPSO queue for approval. Once the PPSO approves, the DD Form 1857 will flow to TSP indicating the new expiration date.

NOTE 1: Military Members – SIT extensions for members beyond 180 days may only be approved by the appropriate Service-designated authority. SIT extensions for US Coast Guard members beyond 180 days may be approved by the PPSO. DPS will maintain the capability for PPSOs to forward extensions over 180 days to the appropriate Service designated authority for action within DPS.

NOTE 2: DOD & US Coast Guard Civilians - SIT for DOD civilian and US Coast Guard employees must be specifically authorized in their orders and may not exceed 90 days. Additional SIT must be approved by servicing civilian personnel in writing. In no event may SIT exceed 180 days for a DOD civilian employee without explicit authority from the Per-Diem, Travel and Transportation Allowance Committee.

- c. SIT Management:

- (1) DPS provides the following for the management of SIT:
 - (a) Approving TSP request for SIT.
 - (b) Updating and extending SIT.
 - (c) Generating reports on number of shipments placed in SIT.
 - (d) Generating necessary SIT correspondence (i.e., shipment arrival notice, expiration notice).
- (2) If there is a direct delivery address at destination, the TSP is not authorized to place a shipment into SIT prior to a percentage (see solicitation) of the Government transit time (some exceptions may apply – e.g., member/employee's house becomes unavailable, member/employee hospitalized).
- (3) If the member/employee does not have a delivery address at destination, the TSP must request SIT via DPS only after determining that the member/employee is not available to accept delivery.
 - (a) If the TSP has to place the shipment into SIT, they must request SIT via DPS.
 - (b) If the shipment is a release out of NTS, normally it should not be placed in SIT at destination. However, if SIT is required (e.g., member/employee's house becomes unavailable, member/employee hospitalized) the TSP may request SIT via DPS.
 - (c) If a shipment is released from SIT at origin it should normally not be placed into SIT at destination. However, if SIT is required due to reasons beyond the control of the member/employee (e.g., member/employee's house becomes unavailable, member/employee hospitalized), SIT can be authorized.

- (4) **SIT for Split Shipments.** If a shipment arrives at destination as a split shipment and the customer is unavailable to receive any portion, SIT may be authorized separately on each portion. DPS issues a separate SIT control number for each portion of the split shipment. The TSP must obtain a separate weight ticket and a separate SIT control number for each portion of the split shipment.
- (5) **SIT Control Number.** There is one SIT control register in DPS for SIT shipments. Upon approval of SIT, DPS furnishes a SIT control number to the TSP. The nine digit SIT control number is constructed as follows:
 - (a) The first two positions are the last two digits of the calendar year in which the shipment enters SIT, (e.g., if the shipment is placed in SIT during calendar year 2011, the first two digits are 11).
 - (b) The third, fourth and fifth positions represent the Julian date for the calendar day in which the shipment enters SIT, (e.g., if the shipment is placed in SIT on November 9 (Julian date is 313) the third, fourth and fifth digits are 313).
 - (c) The last four (4) digits will indicate the numerical sequence of the shipments entering SIT for that day; (e.g., if the shipment is the eleventh shipment placed in SIT on that day, the last four digits are 0011).

DPS maintains a SIT control log for recording all SIT authorizations. The log contains the following information:

- (a) SIT control number
- (b) Customer name
- (c) Code of service
- (d) Weight placed into SIT
- (e) Storage location
- (f) Dates ordered in and out of SIT
- (g) SIT expiration date

d. Converting SIT:

When a shipment remains in storage beyond SIT period authorized by the PPSO, the TSP liability will terminate at midnight on the last day of storage the TSP receives a notification from the PPSO via DPS that the entitlement has ended. The BL and “in-transit” character of the shipment will cease, and the warehouse will become the final destination of the shipment. At this time, the warehouseman will become the agent for the property owner and the shipment becomes subject to the rules, regulations, charges, and liability of the warehouseman. Customers will be notified in writing by the PPSO of the expiration of authorized SIT and conversion to their expense. Notification will advise the customer of the requirement to purchase private insurance as needed. At the customer’s expense, it is recommended that the customer and TSP conduct a joint inspection of the shipment and complete a Notice of Loss and Damage AT Delivery Form. The customer must be advised that costs for the joint inspection are at the customer’s expense. A claim against the Government may be denied unless the customer has evidence that the loss or damages occurred while the shipment was stored under the BL. Payment for delivery services at government expense, after the BL has terminated will be made by the PPSO under local invoicing or purchasing procedures. See DTR Part IV Chapter 405, Paragraph F.3 for

delivery payment procedures when SIT has expired and shipment has been terminated at SIT facility.

- (1) Within 45 days of the expiration of SIT at Government expense, DPS generates notification to the PPSO and the customer indicating that the SIT will be converted to the customer's expense.
- (2) These notifications include:
 - (a) E-mail to all of the customer's email addresses (e-mails include information on insurance requirements) 45 days prior to the storage expiration date.
 - (b) Second notification 30 days prior to expiration will be sent to the customer via e-mail and to the PPSO work queue. This notice will also be delivered to the TSP work queue and provide an e-mail receipt to notify DPS that notification was received. DPS will provide the PPSO the option to generate a final expiration letter to be sent to the customer via certified letter.
 - (c) Alert notification on customer's homepage screen
After the shipment conversion to the customer expense, DPS maintains visibility of the shipment while in SIT at the customer's expense (see note below).

NOTE: For detailed business rules on SIT, refer to the dS2 Solicitation.

e. [Delivery Transportation Charge From SIT:](#)

For a more detailed explanation of Delivery Transportation Charges out of SIT, refer to the terms and conditions within the dS2 Solicitation.

f. [Rules For Placing Shipments in SIT:](#)

- (1) Direct delivery address at destination: For shipments with a direct delivery address at destination (as indicated on the BL) the TSP is not authorized to place a shipment into SIT prior to a percentage (See Table-17-1 in the dS2 Rate Solicitation) of the Government Transit Time (some exceptions may apply – e.g., member becomes unavailable or unable to accept delivery). Subject to PPSO approval, the TSP may use any DOD-approved SIT facility. All SIT and related charges are based on the destination city or installation shown in block 18 of the BL unless otherwise authorized by the servicing PPSO.
- (2) No Delivery Address At Destination: If there is no delivery address at destination, the TSP must request to place the shipment into SIT after the TSP has contacted or attempted to contact the customer within the required two hour window for domestic. Once the TSP has determined the member/employee is not available to accept delivery, the TSP must enter the shipment in DPS and request SIT. DPS will issue the required SIT number to the TSP. The PPSO must review electronic billing of SIT charges and certify for payment to the TSP.
NOTE: When approved by the PPSO, SIT is effective on the date the shipment is offered for delivery by the TSP and not on the date it arrives at destination, unless the shipment is offered for delivery on the same day it arrives at destination.
- (3) Release Out of NTS: If the shipment is a release out of NTS and the shipment must be placed in SIT at destination, the TSP must request SIT through DPS. DPS sends notification to PPSO work queue. After the PPSO approves the request, DPS issues a SIT control number to the TSP.
- (4) SIT at Origin: The TSP must request SIT at origin via DPS.

- (5) Shipments Removed out of SIT at Origin: A shipment removed from SIT at origin should normally not be placed into SIT at destination. However, if circumstances arise beyond the customer's control that require further storage, the TSP must request SIT through DPS. DPS sends notification to PPSO work queue. After the PPSO approves the request, DPS issues a SIT control number to the TSP.
- (6) SIT Effective Date: When approved by the PPSO, SIT will be effective on the date the shipment is offered for delivery by the TSP and not on the date it arrives at destination unless the shipment is offered for delivery on the same day it arrives at destination.

5. Request Accessorials:

DPS tracks services for which pre-approval is requested by a TSP. Pre-approval can be requested for both origin and destination services. The TSPs must enter the accessorial services for pre-approval in DPS. DPS sends a notification to the appropriate PPSO work queue when actions need to be taken and displays all accessorials requiring pre-approval and their status. Pre-approval requests are assigned a status of "Pending" when they are created. After reviewing, the PPSO must change the status to "Approved" or "Denied" according to the required action. DPS uses the pre-approval data to compare against services submitted for final approval. If it is determined a service was pre-approved, it is flagged as being pre-approved. If it is determined that a service was denied, it is flagged as being denied.

a. Reweigh Requests:

DPS automatically generates a reweigh request for shipments exceeding a customer's JFTR/JTR weight allowance or is determined to be within 90 percent of their authorized weight allowance and inserts an accessorial in the PPSO queue for pre-approval. If the customer requests a reweigh from either the PPSO or the TSP, the request must be entered in DPS as a pre-approval. The PPSO must approve or deny the accessorial. The Government pays on the lower of the two weights.

The following applies:

- (a) A customer may request a reweigh prior to delivery and subject to PPSO approval.
- (b) When the customer request a reweigh, the PPSO may order or approve a reweigh when possible excess costs exist, when the accuracy of the weight is in question, or the total of all shipments moved is within 90 percent of their JFTR/JTR weight allowance.
- (c) DPS will allow the PPSO to request reweigh at any time prior to delivery.
- (d) The PPSO and the customer may observe shipment weighing. Upon request, the TSP must advise either the PPSO and/or the customer of the time and specific location for each weighing and provide reasonable opportunity for interested parties to be present at the weighing.
- (e) The TSP must enter the reweigh information as applicable (e.g., gross, tare, net weights, weight ticket number, and reweigh date) into DPS and submit weight tickets to the PPSO when requested.

b. Excess Costs:

NOTE: See Section 12 above concerning Excess Cost.

c. Printing Shipment Documentation:

The following documentation is generated by DPS in support of DP3 for dS2 shipments.

- (a) DD Form 1780, Shipment Evaluation and Inspection Record, [Figure V.J.2-2](#), Evaluation of the TSP performance begins when the origin TO offers a shipment through DPS to the TSP. Acceptance of the offer binds the TSP to perform IAW the general terms established by the DOD and agreed upon by the TSP and the specific terms contained on the BL and the rate solicitation.
- (b) DD Form 619, Statement of Accessorial Services Performed, [Figure V.J.2-6](#), DD Form 619-1, Statement of Accessorial Services Performed (Storage-In-Transit Delivery and Reweigh), [Figure V.J.2-7](#). Supports TSP billings for materials and services not included in the line-haul transportation or SFR (e.g., SIT, reweigh, and accessorial services provided in conjunction with the delivery).
- (c) DD Form 1814, Transportation Service Provider Notice of Warning /Suspension /Reinstatement /Cancellation, [Figure V.J.2-3](#). Used to notify the TSP of a warning, suspension, and/or reinstatement action. The letter of suspension must state the customer's name, BL number, and the exact violation and/or rate solicitation paragraphs violated on the shipment or shipments resulting in the suspension action. The PPSO attaches the DD Form 1780 that supports the suspension or a previous DD Form 1814 reflecting a letter of warning.
- (d) DD Form 1131, Cash Collection Voucher, [Figure V.J.2-4](#). Form is generated by DPS when the PPSO attempts to collect money from the customer for excess cost.
- (e) DD Form 139, Pay Adjustment Authorization, [Figure V.J.2-5](#). Form is generated by DPS to collect charges incurred by the customer for services not authorized at government expense (e.g., packing; crating; hauling; storing; unpacking; uncrating), and for transportation of HHG and for the collection of excess costs. Collection is normally accomplished through the issuance of a Pay Adjustment Authorization (DD Form 139) for customer in a pay/non-pay status at destination.
- (f) Notice of Loss or Damage AT Delivery. This document must be used to record all loss/damage of each article listed on the inventory when the shipment is delivered. Upon shipment delivery, TSPs must provide the customer with one copy of the completed Notification AT Delivery. It is the joint responsibility of the TSP and the owner to record on the Notification AT Delivery Document all loss and transit damage that is found at delivery. The customer must enter this information into DPS to initiate their claims process.
- (g) Notice of Loss or Damage AFTER Delivery. This document can be used to record all loss/damage on each article listed on the inventory no later than 75 days after delivery. Later discovered loss or transit damage must be input directly in DPS no later than 75 days from delivery to initiate the claims process. This document is required only when the customer elects to file their claim directly with their Military Claims Office (MCO).

D. DIVERSION

1. General:

The term “diverted” or “diversion” is a change to a new destination point more than 30 miles from the original destination point in-transit but does not include SIT at destination. If a shipment is diverted to a warehouse for SIT at a point other than original destination, the warehouse is considered the destination point, and transportation charges to the warehouse are assessed according to the rate solicitation. If instructions are received to change the destination of a shipment that is in SIT at destination, transportation guidelines under the provisions of pickup/delivery transportation applies.

2. The following outlines the procedures for diversions:
 - a. Customer must immediately contact a PPPO/PPSO and provide the PPPO/PPSO a copy of the new order/authorization.
 - b. PPPO/PPSO validates the entitlement for the diversion and enters the new shipping information into DPS. DPS sends electronic notification to the Origin PPSO, TSP, and new destination PPSO.
 - c. The TSP notification will contain a request of the diversion point. TSP will complete an electronic process within DPS to enter the data.
 - d. Origin PPSO approves the diversion and DPS generates a certificate of diversion for TSP's use.
3. For billable charges associated with a diversion refer to the dS2 Rate Solicitation.

E. TSP MODULE

1. Shipment Offer/Award:

- a. DPS offers shipments to qualified TSPs in a round robin rotation based on BVS. The evaluation criteria, weighting of evaluation criteria and scoring methodology are specifically set forth under the terms and conditions of the rate solicitation. DPS offers the shipment to the TSP based on the customer-unique shipment indicators, including type of shipment, required pickup and delivery times, transit time, and the origin to destination combination (channel) information obtained during counseling. TSPs see only those shipments with their Standard Carrier Alpha Code (SCAC) assigned. DPS notifies the TSP in the DPS work queue when new or updated booking requests and cancellations are posted. DPS monitors the TSP response to shipment offers to ensure acceptance within 24 hours.

At the beginning of each performance period, TSPs competing within an AOR will be divided into four quality bands in order of highest to lowest BVS. If the number of TSPs in an AOR is not equally divisible by four, more TSPs will be assigned to the first quality band.

DP3 distributes shipments to eligible TSPs based on their ranking in the quality band. The TSP's BVS determines where it ranks in the quality band.

DPS determines the TSP that is selected for each shipment based on customer-unique indicators. At the beginning of the annual rate cycle, HQ SDDC has the ability to update shipment allocations within the applicable quality band. Shipments are awarded to each TSP IAW the table below:

Table V.J.2-1. Shipment Award Schedule

Quality Band	Number of Shipments
1	50
2	30
3	20
4	10

The shipment allocations listed above are subject to change due to program requirements. For any updates to shipment allocations, reference the dS2 Solicitation. For example, in a market with 10 TSPs in each Quality Band, all 10 TSPs in the first band are assigned a shipment in round robin fashion until each TSP has been assigned 50 shipments. The next available shipment is assigned to the first TSP in the second Quality Band. After all TSPs above the MPS have been assigned their allotted number of shipments, the allocation process starts again with the top TSP in the first Quality Band.

- b. When the TSP accepts, the shipment is awarded and the BL number is assigned. The BL is not accessible for printing until the TSP has entered the actual pack/pick-up date and the pre-move survey data (estimated weight). At that time, DPS allows the TSP and PPSO to print the BL.

2. Shipment Refusal:

Since the TSPs can perform daily updates of blackout dates, shipment refusals are not permitted in DP3 without penalty except for short-fused shipments. If a TSP refuses a shipment, the TSP may not be eligible to receive shipments for that BLOC for 30 calendar days. DPS determines the next TSP to receive an offer due to cancellations or refusals.

If the TSP fails to respond to a shipment offer within 24 hours from the date/time offered,

- a. DPS notifies the PPSO QA and PPSO Outbound in DPS and generates an e-mail to the TSP indicating that the TSP failed to respond within 24 hours to of the shipment offer ('Notice of Non-Response'). DPS marks the email 'URGENT' and sends to the TSP provided e-mail addresses.
- b. DPS charges the TSP a shipment and offers the shipment to the next available TSP.
- c. DPS does not 'automatically' suspend the TSP. This action is performed by the PPSO QA Supervisor or SDDC QA.
- d. Pending review of a refusal, a DD Form 1814 will be generated by DPS and the TSP maybe suspended for 30 days.

3. Pre-Move Survey:

The pre-move survey is used to:

- a. Establish the volume of goods to be transported (Weight)
- b. Make provisions for any special services/handling
- c. Establish agreed upon dates.

The TSP will attempt to make initial contact with the member/employee within three business days of shipment booking, to provide member/employee with their contact and pre-move information. DPS sends a notification to the member/employee providing the TSP's name and telephone number. If necessary, the member/employee can directly call the TSP regarding the pre-move survey. The TSP is required to conduct an in residence or a telephonic pre-move survey on all dS2 shipments. This requirement applies to all shipments with a five business day minimum notice in advance of the shipment pickup date. Subject to member/employee's availability, the TSP will complete the pre-move survey and update DPS with pre-move survey data, pack/pickup dates, and RDD information) as soon as possible but NLT three business days prior to the pickup date. For short-fuse shipments: The TSP is required to conduct pre-move survey (physically or telephonically) and enter pre-move data (e.g., estimated weight, pack/pickup dates) in DPS as soon as possible but NLT 24-hours prior to the first scheduled pack/pickup date. In all cases, the established pack/pickup dates (including all date changes) will be entered into DPS as soon as possible but NLT 24-hours prior to the first scheduled pack/pickup date. The TSP must enter the pre-move weight and the agreed pack and pickup dates before the BL can be printed.

4. Requesting Accessorials:

DPS supports the process outlined in Attachment U.A, Electronic Bill Payment for the management of pre-approval of services submitted by the TSP. DPS tracks the TSP requested pre-approval services for PPSO approval prior to performing the service. Pre-approvals can be

requested on both origin and destination services. The TSPs must enter the accessorial services for pre-approval. Pre-approval records are assigned a status of "Pending" when they are created. DPS displays all pre-approval requested accessorials and the status of the pre-approval. Pre-approval records are assigned a status of "Pending" when they are created. The PPSO must change the status to "Approved" or "Denied". DPS uses the pre-approval data to compare against services submitted for final approval. If it is determined a service was pre-approved, it is flagged as being pre-approved. If it is determined that a service was denied, it is flagged as being denied. DPS uses the pre-approval data to compare against services submitted for final approval. If it is determined a service was pre-approved, it is flagged as being pre-approved. If it is determined that a service was denied, it is flagged as being denied.

5. Requesting SIT:

The TSP may use any DOD-approved SIT facility. SIT and related charges are based on the destination city or installation shown in block 18 of the PPGBL/BL unless otherwise authorized and directed by the PPSO. All shipments placed in SIT must be pre-approved by the PPSO in DPS.

a. DPS will allow the TSP to place a shipment into SIT as follows:

- (1) If there is no delivery address at destination, the TSP is authorized to place the shipment into SIT only after determining that the member/employee is not available to accept delivery. The TSP must request SIT through DPS.
- (2) If there is a direct delivery address at destination, the TSP is not authorized to place a shipment into SIT prior to a percentage (see solicitation) of the Government transit time (some exceptions may apply – e.g., member/employee's house becomes unavailable, member/employee hospitalized).
- (3) If the shipment is a release out of NTS, it is normally not placed in SIT at destination. However, if SIT is required (e.g., customer's house becomes unavailable, customer hospitalized) the TSP must request SIT via DPS. DPS notifies the PPSO in their work queue that an approval is pending for SIT.
- (4) If a shipment is released from SIT at origin it is not normally placed into SIT at destination. However, if SIT is required due to reasons beyond the control of the member/employee (e.g., member/employee's house becomes unavailable, member/employee hospitalized), SIT can be authorized.
- (5) If the member/employee can no longer accept direct delivery and the shipment must be placed into SIT at destination, the TSP must request SIT via DPS.

6. Extending SIT:

Customer can request additional SIT, as necessary through DPS. A copy of DD Form 1857, Temporary Commercial Storage at Government Expense, [Figure V.J.2-8](#) must be completed by the customer in DPS. DPS sends notification to the PPSO of the customer request for additional SIT. When SIT is extended beyond the first 90 days by the PPSO, DPS provides advance notification to all customers that SIT expires within 30 days. After the DD Form 1857 has been approved by the PPSO, DPS sends notification to the TSP that the storage has been extended and advises the TSP of the new expiration date.

Extensions of storage beyond 180 days may only be approved for military members by Service designated authority. DPS will maintain the capability for PPSOs to forward 180+ day extensions to the Service designated authority for action within DPS.

7. Converting SIT:

- a. When a SIT shipment is close to its expiration date, DPS notifies the member/employee when the storage expense converts to the member/employee expense. DPS tracks the date the member/employee was contacted and informed of SIT conversion to member/employee expense. The PPSO cannot convert a shipment to commercial storage prior to contacting the member/employee or their duly appointed representative. After the shipment conversion to the member/employee expense, DPS processes the shipment delivery out of SIT, however, DPS maintains visibility of the shipment while in SIT at the member's/employee's expense.

NOTE: When converted to member/employee expense, member/employee is still entitled to delivery out of SIT paid by the Government.

- b. The TSP's responsibility for a shipment and its liability under the BL for a shipment in SIT terminates and the warehouse becomes the final destination of the shipment on midnight of the day specified in the notice the TSP receives through DPS advising the government the shipment has terminated. The notice of termination is not retroactive.

NOTE: For detailed business rules on SIT, refer to the dS2 Solicitation

8. Updating Shipment Information:

Shipment changes include administrative changes (e.g., contact, shipment information, cancellations, terminations, pullbacks, diversions). The TSP can modify shipment information (addresses, phone numbers, estimated weights) submitted by the customer after the pre-move survey has been performed.

- a. The following applies:

- (1) If the TSP has confirmed the 'planned dates' with the customer, the TSP must update the shipment record in DPS at least 24 hours prior to initial packing date to reflect the planned pack and pickup dates.
- (2) If the TSP determines the estimated weight provided was incorrect, the TSP must update the shipment record in DPS to reflect the new estimated shipment weight.
- (3) If the TSP receives notice that the customer has a delivery address and requests a direct delivery, the TSP must update the shipment record in DPS to reflect the new delivery address.
- (4) If the requested changes are made after the BL has been printed, the TSP must update the shipment information and DPS notifies the PPSO of the shipment changes. The PPSO approves and DPS generates a SF Form 1200, Government Bill of Lading Correction Notice, [Figure V.J.2-1](#), to make the necessary changes and DPS must send notification to the TSP.

- b. Weights

The TSP must weigh each shipment and enter the gross, tare, and net weight of all shipments in DPS after the shipment has been picked up. The TSP must submit weight tickets, reflecting gross, tare, and net weights properly certified IAW federal, state, and commonwealth or district regulations to the ordering officer with documentation according to Service requirements within seven working days

When scales are not available or their use is not practical, the PPSO must provide prior approval for the application of a constructive weight of seven pounds per cubic foot.

PBP&E, (also known as PRO or PRO-Gear) is included as part of the shipment, as follows:

- (1) The weight of each item individually described on the inventory must be entered on the same line of the inventory next to the description of the item. The inventory must contain a description of each PBP&E item marked as “M-PRO” to identify a military member’s PBP&E and the term “S-PRO” identify a military spouse’s PBP&E.
 - (2) The total weight of such articles must be annotated separately on the inventory and packing list.
 - (3) The member’s and/or spouses’ PBP&E weight may be obtained using bathroom or platform type scales. If it is not possible or practical for the TSP to weigh the items at the time of packing and pickup a constructive weight of 40 pounds per cubic foot is used for PBP&E. The inventory must be properly annotated with the constructive weight and a description of the PBP&E.
- c. If the TSP fails to enter the shipment weights, DPS does not allow completion of the following actions:
- (1) Invoicing for payment
 - (2) Updating in-transit information
 - (3) Entering shipment arrival information
 - (4) Requesting SIT at destination (if required)
 - (5) Scheduling delivery.
- d. Shipment Status
- TSP must access DPS to enter in-transit information for all HHG moving from origin to destination. In-Transit Visibility (ITV) must include:
- (1) Updated status codes (i.e., counseled, booked, in-transit)
 - (2) En route status (TSP enters comments on current location of shipment)
 - (3) Estimated Time of Arrival (ETA) at destination
 - (4) Delivery information (i.e., RDD and delivery date)
 - (5) For shipments that enter the DTS, the TSP must provide the date the shipment entered into the DTS and the date the shipment was received from the DTS.
- e. After the TSP enters the shipment weight information in DPS, the shipment status code changes to ‘IT’ (In transit). At this time, the TSP can:
- (1) Invoice for payment
 - (2) Update in-transit information
 - (3) Enter shipment arrival information
 - (4) Request SIT at destination (If required)
 - (5) Schedule delivery.

NOTE: DPS maintains an audit trail of all changes made to the shipment record to include who made changes and when changes were made. After the shipment has been picked up and is in route to the destination the TSP can only update shipment addresses and phone numbers of customers. The TSP cannot update the e-mail address of the customer or alternate since there may be a conflict of interest with the CSS.

9. Printing Shipment Documentation:

The following documentation is generated in DPS to support DP3.

- a. SF Form 1203. Used for the acquisition of authorized transportation and related services from commercial TSPs for the movement of DOD-sponsored HHG shipments, mobile homes, and POVs eligible for movement on a BL. The BL is generated by DPS and is available to the PPSO, TSP, and the customer.

NOTE: The TSP cannot print the BL until the pre-move survey information has been entered in DPS.

- b. DD Form 1857, Storage Extension Form.

F. ADDITIONAL INFORMATION

1. Preparation of the BL:

- a. The following preparation instructions are keyed to the numbered blocks appearing on the BL. In all other cases, the entry data provided is the same for all methods of shipments.
 - (1) Block 1, Transportation Company AND Agent Tendered to. Enter the full business name of the initial line-haul TSP to which the shipment is tendered. The business name must include the words “company,” “incorporated,” or “limited”. These words may be abbreviated as co., inc., and ltd. No other company or TSP abbreviation, initial, or symbol may be used.
 - (2) Block 2, SCAC. Enter the four-position SCAC assigned to the initial line-haul TSP by the National Motor Freight Traffic Association.
 - (3) Block 3, Service Code. Code of Service 9
 - (4) Block 4, Shipment Number. When more than one shipment is made for an individual customer, the BLs must be numbered in the same sequence as the DD Form 1299 (for example, 1 of 3, or 2 of 3). When only one shipment is made, enter “1 of 1”.
 - (5) Block 5, Date B/L Issued. Enter the calendar date (day, month, and year), e.g., 4 December 20011 on which the first entry is made in preparing the BL.
 - (6) Block 6, Requested Packing Date. Enter the calendar date (day, month, and year), e.g., 5 December 20011 on which the TSP is to begin packing a TGBL shipment.
 - (7) Block 7, Requested Pickup Date.
 - (a) TGBL. Enter the requested pickup date or the date on which the TSP has agreed to pick up the shipment, e.g., 6 December 20011.
 - (b) Enter the date the shipment is picked up at the customer’s residence, or NTS facility.
 - (c) Enter the scheduled date of pickup by the common TSP in all other cases (e.g., pickup at APOD/WPOD or TO installation facility).
 - (8) Block 8, RDD. Enter the RDD (day, month, and year) that the shipment is required at the destination shown in block 18 (e.g., 27 November 20011).
 - (9) Block 9, No Entry Required.
 - (10) Block 10, Property Owner’s Name, SSN, and Rank and Pay Grade. Enter the members/employee’s name (last, first, middle initial), SSN, and rank and pay grade.

Also enter the customer's status (PCS, TDY, SEP, RET) and the unit and activity to which assigned.

- (a) If the member's grade is E-4 or below, indicate the maximum authorized weight allowance per the JFTR.
 - (b) For Navy shipments only, enter the customer's rank or rate code. This code is the one-digit alpha character immediately following the abbreviation and subhead in the accounting data contained in the customer's orders.
 - (c) For customer, enter "WD" (with dependents) or "WOD" (without dependents).
 - (d) For deceased customers or deceased dependent(s) of a customer, annotate "Blue Bark" immediately following the name.
 - (e) For early return of dependents, enter dependents name, followed by "dependent of" and sponsors name, SSN, and rank and pay grade.
- (11) [Block 11, Authority for Shipment](#). Enter the authority for shipment as shown on the customer's orders (such as order number, paragraph number, and order issuing agency).
 - (12) [Block 12, Date of Order](#). Enter the date the orders were issued.
 - (13) [Block 13, Extra Pickup/Delivery](#). When an extra pickup/delivery is requested, cross out the service not applicable and enter the complete address.
 - (14) [Block 14, Department/Agency](#). Enter the sponsoring military Service/Agency or other Agency.
 - (15) [Block 15, Transportation Control Number](#). N/A
 - (16) [Block 16, No Entry Required](#).
 - (17) [Block 17, Full Name of Shipper](#). Enter the full name of the military installation or activity making the shipment.
 - (18) [Block 18, Consignee](#). Enter Name, destination, delivery address, and rate area code, e.g., US11, US12, US13. Information must be as specific as possible (i.e., city, installation, county, state, country).
 - (a) Consigned to the customer. Enter the customer's name (last name, first name, and middle initial), rank/grade, and activity to which assigned or delivery address, including the street, city, county, state, and ZIP code.
 - (b) Consigned to the customer's agent. Enter the full name of the customer's designated agent, followed by the word "agent", and the delivery address, including the street, city, county, state, and ZIP code.
 - (c) Consigned to a Commercial NTS Facility. Enter the full business name and address of the commercial storage contractor, including the street, city, state, and ZIP code.
 - (d) Consolidated Shipments. A separate BL will be issued for each customer's lot in the consolidated shipment. The individual BL must be cross-referenced by inserting the following statement in block 27: "This is a consolidated shipment comprised of BL numbers:" (list all other BL numbers involved in the consolidated shipment).

- (19) Block 19, From. Complete address at point of pickup
- (a) Shipments from Residence. Enter the exact location of the property to be shipped, including the street, city, or military installation, county, state, and ZIP code.
 - (b) Shipments from Storage or Contractor's Facility. Enter the name of the commercial or government warehouse facility, including the street, city, county, state, and ZIP code. For shipments from NTS, enter the stored net weight, lot number, and service order number.
- (20) Block 20, Responsible Destination Installation/Office:
- (a) BLOC. Enter the destination TO BLOC in the designated block in Block 20.
 - (b) Consolidated Shipments entering the DTS. Enter the responsible destination TO and BLOC receiving the largest shipment by weight.
- (21) Block 21, Bill Charges to the Third Party Payment System (TPPS) Except for:
- (a) All Air Force NAF. Enter: Bill To: US Bank TPPS" only.
 - (b) AAFES, NEX. Enter: Bill To: US Bank TPPS" only.
- (22) Block 22, N/A.
- (23) Block 23, No Entry Required.
- (24) Block 24, Appropriations Chargeable.
- (a) Army Shipments. Enter the movement designator code or the line of accounting from the customer's orders. TACs are available via Internet. The URL is https://www.daas.dla.mil/tac_inq/tac_menu.html.
 - (b) Air Force Shipments. Enter the accounting data from the customer's travel order. <https://www.daas.dla.mil/common/login.asp>, users are required to obtain a login id and password https://www.daas.dla.mil/daashome/daasc_home.asp.
 - (c) Navy Shipments. Enter the four-digit TAC shown in the customer's orders. TACs are available via Internet. The URL is <https://www.daas.dla.mil/common/login.asp>, users are required to obtain a login id and password https://www.daas.dla.mil/daashome/daasc_home.asp.
 - (d) Marine Corps Shipments. Enter the line of appropriation and Standard Document Number from the customer's orders or from the current year edition of the Marine Corps Bulletin 4610. The Bulletin can be found on HQMC website <https://www.daas.dla.mil/common/login.asp>, users are required to obtain a login id and password https://www.daas.dla.mil/daashome/daasc_home.asp.
 - (e) Coast Guard Shipments. Enter the accounting data indicated on the customer's travel order. It is normally located in Block 9 of the [Figure V.J.-2-10](#), Coast Guard Form 5131, Standard Travel Orders for Military Personnel, or specified in the body of a letter-format travel order.
 - (f) All Other DOD Shipments. Enter the accounting data from the customer's orders. Show the word "TAC" followed by the four-digit code. TACs are available via Internet. The URL is <https://www.daas.dla.mil/common/login.asp>, users are required to obtain a login id and password https://www.daas.dla.mil/daashome/daasc_home.asp.

(25) Block 25, Remarks.

(a) SIT.

- 1 TGBL Shipments Authorized SIT. If SIT was used at origin, enter: “ _____ days SIT were used at origin”.
- 2 Shipments from NTS If SIT was used, enter: “ _____ days temporary storage were used at origin”.
- 3 Shipments Not Authorized SIT. Enter: “SIT not authorized”.

(b) Unpacking at Destination. When the TSP does not perform packing services at origin and unpacking services are required at destination, enter “Unpacking Required at Destination.” This applies to shipments moving from NTS and UB shipments when unpacking of UB is requested by the customer and authorized by the TO. When unpacking is authorized on the BL, the TSP/agent will prepare a DD Form 619-1 (Figure V.J.2-7) for labor charges. The customer must initial the DD Form 619-1 to verify that unpacking services were performed.

If the BL for a shipment from NTS is not annotated, the destination TO will authorize unpacking services on the DD Form 619-1.

(c) TGBL Notification:

- 1 Direct Delivery Requested. If the customer has made advance arrangements with the origin TO for direct delivery to the destination residence, enter: “Direct Delivery Authorized.
- 2 Direct Delivery Not Requested. Enter: “Before effecting delivery to a residence or placing in storage, the TSP must notify the TO specified in Block 20”.
- 3 Blue Bark Shipments Enter: “Direct Delivery is not authorized without prior approval from the PPSO”. The TSP must contact the TO specified in Block 20 for instructions.

(d) Special Authorization.

For shipments made from or consigned to a point not specified in the customer’s orders, enter “Shipment authorized from (city/military installation, county, and state/country) to (city/military installation, county, and state/country).” For Army shipments, enter “Shipment to authorized destination would have been under (enter SDDC rate solicitation) at a total cost of \$ (enter total charges).”

(e) Administrative Weight Limitation. For shipments to or from outside the Continental United States where administrative weight limitations are in effect, enter the following notation:

“Maximum administrative weight allowance for HHG/unaccompanied baggage is (insert weight).” (**NOTE:** Weight limitations for Navy shippers are listed on the customer’s orders).

(f) NTS. When a shipment is consigned to an NTS facility, enter “For Nontemporary Storage.”

(g) Firearms. When the shipment contains firearms, enter “This Shipment Contains Firearms.”

- (h) [Reweigh Required](#). When it is determined by the TO that a reweigh is necessary, or when a reweigh is requested by the customer at origin, the TO must annotate the BL with the words “REWEIGH REQUIRED”.
 - (i) [In-Transit Contact Information](#). During counseling, enter customer in-transit contact information (i.e., cell phone number, e-mail address) to assist in communications regarding the move.
- (26) [Block 26, Packages](#):
TGBL Shipments. Enter: 1 LOT.
- (27) [Block 27, Description of Shipment](#). Enter the words “Household Goods,” “Personal Effects,”
- (28) [Block 28, Weight](#):
- (a) [TGBL shipments](#). The TSP must enter the gross, tare, and net weight in this column. The net weight includes the weight of PBP&E and consumable items (CONS).
 - (b) [Professional Books, Papers, and Equipment \(PBP&E\)](#). PBP&E must be weighed separately and the weight must be inserted in the space provided. (See Appendix B, Para C.10.a(1))
 - (c) [Consumable Items \(CONS\)](#). CONS must be weighed separately and the weight is annotated in the space provided for PBP&E weight. A CON precedes this weight in order to distinguish between the weight of consumables and PBP&E.
- (29) [Blocks 29 And 30, For Use by Destination TSP Only](#). The TSP must enter these data elements for billing.
- (30) [Block 31, Tariff or Special Rate Authorities](#). Enter the special rate authority for domestic shipments (i.e., enter percentage (such as RS D-5/95 percent)). For all OTO shipments enter the words “OTO”, the TSP’s ‘rate tender number’, and the OTO ‘rate’.
- (31) [Block 32a, Issuing Officer](#). Enter the name and title of the issuing TO. Signature of the issuing TO is not required.
- (32) [Block 32b, Issuing Office](#). Enter the BLOC and full name of the military installation or activity issuing the BL.
- (33) [Block 33a, Name of Transportation Company](#). Enter the same information as in Block 1.
- (34) [Block 33b, Date Of Receipt of Shipment](#). The TSP must enter the actual date the shipment is picked up.
- (35) [Block 33c, Signature of Agent/Driver](#). The TSP/agent or driver must sign the BL acknowledging receipt.
- (36) [Block 33d, PER](#). If the agent’s name is signed by the agent’s authorized representative, the initials of the representative must appear in this block.
- (37) [Block 34, For Use of Paying Officer](#). The TO must check the block to identify the reason for any excess cost involved in the shipment. The “Remarks” block must be used to fully explain the reason for the excess cost. Block 34 must be marked for all shipments that include a boat or mobile home.

- (38) [Blocks 35a through 35g, Certificate of TSP Billing for Charges](#). The TSP authorized to bill for charges must complete this portion of the BL after delivery has been accomplished.
- (39) [Block 36, Special Services Ordered \(Reverse of BL\)](#). The issuing TO must enter any special services authorized.

2. [Preparation of the SF Form 1200](#):

The SF Form 1200 can be used to modify the following blocks on the BL:

- a. [Block 1](#) Agent Code
- b. [Block 3](#) Code of Service
- c. [Block 6](#) Requested Pack Date
- d. [Block 7](#) Requested Pickup Date
- e. [Block 8](#) Required Delivery Date
- f. [Block 10](#), Member Last Name,
Member First Name,
Member Middle Name Or Initial
Rank Or Pay Grade,
Unit Gaining Member,
Authorized Weight
- g. [Block 11](#) Orders Number
- h. [Block 12](#) Orders Date
- i. [Block 13](#) Extra Pickup Street,
Extra Pickup City,
Extra Pickup County,
Extra Pickup State,
Extra Pickup Zip,
Extra Delivery Street,
Extra Delivery City
Extra Delivery County
Extra Delivery State
Extra Delivery Zip
- j. [Block 15](#) Transportation Control Number
- k. [Block 18](#) Receiving Agent Name (Consignee),
Delivery Street,
Delivery City,
Delivery County,
Delivery State,
Delivery Zip
- l. [Block 19](#) Pickup City,
Pickup County,
Pickup State,
Pickup zip

- m. [Block 24](#) Transportation Account Code,
Movement Designator Code,
NAVY NMF Code
- n. [Block 25](#) Remarks

G. ADDITIONAL INFORMATION FOR ALASKA SHIPMENTS:

1. Domestic small shipments from the Continental United States (CONUS) to Alaska must be identified as COS 9 (except for locations in Alaska, e.g. Adak, Nome, and North Pole).
2. Intrastate (Alaska-to-Alaska) shipments (e.g., Origin is Anchorage going to destination Adak) are classified under AKI, AKII, AK III, and AK V to Region 15.
3. Domestic small shipment VMs between CONUS and Alaska move as COS 9
4. dS2 Rate Solicitation applies to all domestic moves to Alaska.

GOVERNMENT BILL OF LADING CORRECTION NOTICE		DATE NOTICE PREPARED
1. GBL NUMBER	2. DATE GBL WAS ISSUED	3. TOTAL WEIGHT SHOWN ON GBL
4. ORIGIN <i>(As shown in "Origin" block on GBL.)</i>	5. DESTINATION <i>(As shown in "Destination" block on GBL.)</i>	
6. ROUTE <i>(Complete routing shown on GBL.)</i>	7. ISSUING OFFICE <i>(As shown on GBL under "For use of issuing Office.")</i>	
8. TO: <i>(Name and address of consignee to which directed, including ZIP Code.)</i>		9. Complete items 9a, b, and c only when correction is made after transportation charges have been paid.
		a. D.O. VOUCHER NUMBER
		b. D.O. VOUCHER DATE
		c. D.O. SYMBOL
10. FROM:		
11. BILL OF LADING NOW READS <i>(Show the information as it reads prior to correction.)</i>		12. CORRECT BILL OF LADING TO READ <i>(Show how the corrected information should read.)</i>
13. AUTHORITY FOR CORRECTION <i>(Tariff and item numbers, classification and item number, or other authority for making the changes.)</i>		
14. REMARKS <i>(Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)</i>		
15. INFORMATION COPY TO <i>(Name and address, including ZIP Code.)</i>		16. SIGNATURE AND TITLE OF INITIATING OFFICIAL
		17. CARRIER REPRESENTATIVE'S SIGNATURE <i>(Require when notice is initiated by shipper and transportation charges are affected.)</i>

NSN 7540-01-140-5524

STANDARD FORM 1200 (9-82)
 Prescribed by GSA, FPMR (41 CFR) 101-41.3

Figure V.J.2-1. Government Bill of Lading Correction Notice

SHIPMENT EVALUATION AND INSPECTION RECORD				1. DATE (YYYYMMDD)	REPORT CONTROL SYMBOL
2. MEMBER'S NAME (Last, First, Middle Initial)		3. GRADE/RANK	4. COMPONENT	5. CARRIER NAME	SCAC
6. PPGBL/ORDER NUMBER	7. ORIGIN PPSO		GBLOC	8. DESTINATION PPSO	GBLOC
9. CODE OF SERVICE					
10. PICKUP ADDRESS (Street, City, State and ZIP Code)			11. DELIVERY ADDRESS (Street, City, State and ZIP Code)		
12. PICKUP DATE (YYYYMMDD)		13. MISSED PICKUP (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	14. REQUIRED DELIVERY DATE (RDD) (YYYYMMDD)	15. MISSED RDD (X one) <input type="checkbox"/> YES (No. of days) <input type="checkbox"/> NO	16. ESTIMATED LOSS/DAMAGE
17. DATE IN STORAGE-IN-TRANSIT (SIT) (YYYYMMDD)		18. DATE OUT OF SIT (YYYYMMDD)		19. DELIVERY DATE (YYYYMMDD)	
21. LOSS/DAMAGE (If applicable)			22. CUSTOMER SATISFACTION (X one)		23. TENDER OF SERVICE VIOLATIONS CODE(S)
a. TYPE	b. SOURCE		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> UNKNOWN	
24. SHIPMENT INSPECTION (Explain all marked Tender of Service (T/S) Violations in Remarks.)					
T/S (X) CODE VIOLATION			T/S (X) CODE VIOLATION		
A	FAILED TO PERFORM REMOVE SURVEY (If applicable)		N	FAILED TO PROVIDE REQUIRED DOCUMENTS TO MEMBER	
B	IMPROPERLY PACKED/LOADED SHIPMENT		O	FAILED TO UNPACK/REASSEMBLE	
C	IMPROPER/INADEQUATE PACKING MATERIAL		P	FAILED TO COMPLY WITH SIT REQUIREMENTS	
D	PREPARED INVENTORY IMPROPERLY		Q	CONTAINERS NOT PROPERLY MARKED	
E	PREPARED DD619/DD1840 IMPROPERLY		R	FAILED TO PROTECT CONTAINERS FROM WEATHER	
F	USED UNQUALIFIED PERSONNEL		S	FAILED TO PACK, WEIGH AND ENTER PBP&E ON INVENTORY/PPGBL	
G	IMPROPERLY SERVICED/DESERVICED APPLIANCES		T	FAILED TO REPORT SHIPMENT IN WEEKLY REPORT	
H	FOLDED/FAILED TO PROPERLY ROLL RUG(S)		U	UB/HHG CONTAINERS FAILED TO MEET SPECIFICATIONS	
I	FAILED TO RECORD LOSS/DAMAGE		V	FAILED TO NOTIFY PPSO OF INABILITY TO MEET RDD	
J	FAILED TO WEIGH SHIPMENT AS PRESCRIBED BY ICC		W	FAILED TO TRACE WITHIN 24/48 HOURS (As applicable)	
K	FAILED TO REMOVE PACKING MATERIALS/DEBRIS		X	FAILED TO NOTIFY PPSO OF ARRIVAL/DELIVERY	
L	FAILED TO REWEIGH WHEN REQUESTED		Y	FAILED TO CONTAINERIZE AT RESIDENCE	
M	FAILED TO PROVIDE REQUIRED DOCUMENTS TO PPSO		Z	OTHER (See Remarks)	
25. REMARKS					
26. PRINTED NAME/SIGNATURE OF ORIGIN INSPECTOR			DATE SIGNED		29. SHIPMENT EVALUATION (X one) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY
27. PRINTED NAME/SIGNATURE OF DESTINATION INSPECTOR			DATE SIGNED		
28. PRINTED NAME/SIGNATURE OF SHIPPING OFFICE REPRESENTATIVE			DATE SIGNED		30. SHIPMENT SCORE

DD FORM 1780, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Professional 7.0

Figure V.J.2-2. DD Form 1780 – Shipment Evaluation and Inspection Record

INSTRUCTIONS

a.

- (1) The original Letter of Warning shall be forwarded to the home office of the carrier.
- (2) One copy shall be forwarded to the origin TO for placement in the carrier's performance file.
- (3) One copy for the terminal's file.

b. **Letters of Warning/Suspension Issued by the TO.** The DD Form 1814 will be distributed as follows:

- (1) The original will be sent to the home office of the carrier. Letters of Warning for Suspension must be forwarded by certified mail, return receipt requested.
- (2) When the action results from a recommendation by the destination TO, an information copy will be sent to the destination TO.
- (3) One copy shall be retained in the carrier's performance file.
- (4) One copy provided to the carrier's agent.

c. **Letters of Reinstatement/Cancellation.** After expiration of the minimum 30 day suspension period and when the TO is satisfied that the carrier has taken adequate corrective action, the TO shall issue a letter of reinstatement to advise the date reinstatement will be effective. A DD Form 1814 will be issued as soon as possible for any action that is cancelled or retracted (for example, a suspension that was successfully appealed by a carrier). An original and two copies of the letter of reinstatement or cancellation shall be prepared and distributed as follows:

- (1) The original DD Form 1814 shall be forwarded to the home office of the carrier.
- (2) One copy provided to the carrier's local agent.
- (3) One copy shall be retained in the carrier's performance file.

DD FORM 1814 (BACK), SEP 1998

Figure V.J.2-3. DD Form 1814 - Transportation Service Provider Notice of Warning/Suspension/Reinstatement/Cancellation (Cont)

CASH COLLECTION VOUCHER		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
3. RECEIVING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)			d. DATE (YYYYMMDD)	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____				
4. DISBURSING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
b. DISBURSING OFFICER (Printed Name, Title and Signature)			d. DISBURSING STATION SYMBOL NUMBER	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____			e. DATE (YYYYMMDD)	
5. PERIOD: a. FROM: _____ b. TO: _____				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
11. TOTAL				

DD FORM 1131, DEC 2003 PREVIOUS EDITION IS OBSOLETE. Reset

Figure V.J.2-4. DD Form 1131 – Cash Collection Voucher

PAY ADJUSTMENT AUTHORIZATION			<i>NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.</i>							
MEMBER (Last name)		(First)	(Middle)	SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE			
PAY GRADE NO.	LAST PAY RECORD EXAMINED		AMOUNT	APPROPRIATION DATA						
FROM				NAME OF ACCOUNTABLE D.O.						
				SYMBOL NO.		G.A.O. EXCEPTION CODE				
TO						YOU ARE HEREBY AUTHORIZED TO				
						<input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT				
						THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE				
EXPLANATION AND/OR REASON FOR ADJUSTMENT										
<i>The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.</i>										
FROM				CERTIFYING OFFICER (Name, rank/grade, and signature)						
I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered give explanation on reverse over D.O.'s signature and symbol number.)										
C E R T I F I C A T E							TYPED NAME AND GRADE OF D.O.			
							D.O. SYMBOL NO.		DATE	
							SIGNATURE			

DD FORM 139, MAY 53

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen., U.S.
 April 23, 1953

Reset

Figure V.J.2-5. DD Form 139 - Pay Adjustment Authorization

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974, AS AMENDED.

STATEMENT OF ACCESSORIAL SERVICES PERFORMED				OMB No. 0702-0022 OMB approval expires May 31, 2011			
<p>This form is required only when accessorial services are chargeable to the Government. Carrier will enter complete information or "None" in columns. "Unit Price" and "Charge" columns may be omitted when charges are itemized on the Standard Form 1113.</p> <p>The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0702-0022). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.</p>							
1. GOVERNMENT BILL OF LADING NUMBER		2. DATE OF PICKUP AT ORIGIN (YYYYMMDD)		16. ACCESSORIAL SERVICES			
3.a. NAME OF OWNER (Last, First, Middle Initial)				PACKING, PACK MATERIALS AND UNPACKING (1)	NUMBER (2)	UNIT PRICE (3)	CHARGE (4)
b. SSN		c. RANK OR GRADE		a. DISH PACK			
4. ORIGIN OF SHIPMENT		5. DESTINATION OF SHIPMENT		b. CARTONS (Less than 3 cubic feet)			
6.a. ORDERING ACTIVITY/INSTALLATION NAME		b. LOCATION		c. CARTONS (3 cubic feet)			
7.a. NAME OF CARRIER		b. NAME OF AGENT (Last, First, Middle Initial)		d. CARTONS (4-1/2 cubic feet)			
8. SIGNATURE OF CARRIER'S REPRESENTATIVE			9. DATE (YYYYMMDD)	e. CARTONS (8 cubic feet)			
10. CARRIER'S SHIPMENT REFERENCE NO.		11. AGENT OR DRIVER CODE		f. CARTONS (8-1/2 cubic feet)			
12. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) INCLUDED IN SHIPMENT (If not included, write "None")			LBS.	g. WARDROBE (Not less than 10 cubic feet)			
13. STORAGE-IN-TRANSIT (SIT)				h. MATTRESS, CRIB			
a. STORED AT (1) CITY (2) STATE		b. SIT SERVICES PROVIDED AT (X one)		i. MATTRESS (Not exceeding 39" x 75")			
ORIGIN		DESTINATION		j. MATTRESS (Not exceeding 54" x 75")			
OTHER		f. NUMBER OF DAYS		k. MATTRESS (39" x 80")			
DATES (YYYYMMDD):		g. NET WEIGHT		l. MATTRESS (Exceeding 54" x 75")			
c. IN	d. ORDERED OUT	e. DELIVERED OUT		m. TOTAL			
h. REQUESTED DELIVERY DATE (YYYYMMDD)		i. SHIPMENT ORDERED INTO AND OUT OF SIT ON DATES INDICATED AND AUTHORIZED BY SIT CONTROL NO.		n. TOTAL SUBJECT MAX-PAK \$ /cwt			
j. WAS STORAGE POINT FOR CARRIER'S CONVENIENCE (X one)				o. GRANDFATHER CLOCK CARTONS	YES	NO	
				p. CORRUGATED CONTAINERS (Special constr.)			
14. REWEIGH CERTIFICATION (If applicable)				q. BOXES - WOODEN/CRATES (Not over 5 cu.ft.)			
a. NUMBER		b. ORIGINAL GROSS		r. BOXES (Over 5 cu.ft./not over 8 cu.ft.)			
c. REWEIGH GROSS		d. ORIGINAL TARE		s. BOXES (Over 8 cu.ft.) (Gross cu.ft.)			
e. REWEIGH TARE		f. ORIGINAL NET		t. CRATES (Cubic feet)			
g. REWEIGH NET				(Minimum charge:)			
15. APPLIANCES SERVICED (Owner/Agent must initial each entry separately.)				u. CARTONS, DOUBLE WALL (PPP-B-1364) & TRIPLE WALL (PPP-B-640) (Not over 4 cu.ft.)			
TYPE	MAKE/MODEL NO./MANUFACTURER	OWNER/AGENT INITIALS		v. CARTONS (Over 4 cu.ft./less than 7 cu.ft.)			
a.	b.	c.		w. CARTONS (7 cu.ft./less than 15 cu.ft.)			
				x. TOTAL PACKING CHARGE			
				y. LABOR (Describe service in "Remarks")			
				(Enter number of man-hours)			
				z. (X as applicable)	EXTRA DELIVERY		
				EXTRA PICKUP	AUXILIARY SERVICES		
				aa. PIANO/ORGAN CARRY SERVICE			
				bb. ELEVATOR/STAIR/EXCESS DISTANCE			
				cc. SERVICING APPLIANCES/OTHER ARTICLES			
				(As itemized and initialed in Item 15)			
				dd. OTHER (Describe in "Remarks")			
				ee. TOTAL ACCESSORIAL SERVICE CHARGES			
17. REMARKS							
18. STATEMENT OF OWNER, MILITARY INSPECTOR/TRANSPORTATION OFFICER							
a. MATERIALS WERE FURNISHED/ACCESSORIAL SERVICES WERE PERFORMED				b. SIGNATURE (Do not sign until Carrier has completed column 16(2).)		c. DATE SIGNED (YYYYMMDD)	
AT ORIGIN		OTHER (Explain)					
AT DESTINATION							
19. TRANSPORTATION OFFICER CERTIFICATION. I CERTIFY THAT SHIPMENT SERVICES WERE ACCOMPLISHED AS SHOWN BELOW.							
a. SERVICES ACCOMPLISHED (X as applicable)		(3) REWEIGH CERTIFICATION		(6) WAITING TIME		(9) OTHER (Specify)	
(1) ACCESSORIAL SERVICES (Listed in Item 16)		(4) THIRD PARTY SERVICES		(7) UNPACKING SERVICE (Baggage only)			
(2) STORAGE-IN-TRANSIT		(5) BULKY ARTICLE CHARGE		(8) OVERTIME LOADING/UNLOADING CHARGE			
b. SIGNATURE OF TRANSPORTATION OFFICER				c. TITLE (Print or type)		d. DATE SIGNED (YYYYMMDD)	

DD FORM 619, MAY 2008

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Figure V.J.2-6. DD Form 619 - Statement of Accessorial Services Performed

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974, AS AMENDED.

STATEMENT OF ACCESSORIAL SERVICES PERFORMED (STORAGE-IN-TRANSIT DELIVERY AND REWEIGH)		OMB No. 0702-0022 OMB approval expires May 31, 2011	
<p>The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 155 Defense Pentagon, Washington, DC 20301-1155 (0702-0022). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p>			
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.			
DISTRIBUTION: 1. ORIGINAL COPY TO CARRIER. 2. COPY TO PROPERTY OWNER.		3. ADDITIONAL COPIES MAY BE MADE FOR CARRIER'S USE.	
1. GOVERNMENT BILL OF LADING NUMBER	2. DATE OF PICKUP AT ORIGIN (YYYYMMDD)	13. STORAGE-IN-TRANSIT (SIT)	
3.a. NAME OF OWNER (Last, First, Middle Initial)		a. STORED AT (City and State)	b. SIT SERVICES WERE PROVIDED AT (X as applicable)
b. SSN	c. RANK OR GRADE	DESTINATION <input type="checkbox"/> OTHER <input type="checkbox"/>	
4. ORIGIN OF SHIPMENT	5. DESTINATION OF SHIPMENT	c. DATE IN (YYYYMMDD)	d. DATE OUT (YYYYMMDD)
6.a. ORDERING ACTIVITY/ INSTALLATION NAME	b. LOCATION	e. NUMBER OF DAYS	f. NET WEIGHT
7.a. NAME OF CARRIER	b. NAME OF AGENT (Last, First, Middle Initial)	g. THIS SHIPMENT WAS ORDERED INTO AND OUT OF SIT ON DATES INDICATED HEREON AND AUTHORIZED BY SIT CONTROL NUMBER:	
8. SIGNATURE OF CARRIER'S REPRESENTATIVE		9. DATE (YYYYMMDD)	
10. CARRIER'S SHIPMENT REFERENCE NO.		11. AGENT OR DRIVER CODE	
12. REMARKS		14. REWEIGH CERTIFICATION	
		a. ORIGINAL GROSS	b. REWEIGH GROSS
		c. ORIGINAL TARE	d. REWEIGH TARE
		e. ORIGINAL NET	f. REWEIGH NET
		g. THIS SHIPMENT WAS ORDERED FOR REWEIGH AND SERVICES WERE ACCOMPLISHED AS SHOWN ABOVE.	
		(1) SIGNATURE OF TRANSPORTATION OFFICER	
		(2) DATE (YYYYMMDD)	
		15. ADDITIONAL SERVICES	
		(1) NUMBER	(2) UNIT PRICE
		(3) CHARGE	
		a. LABOR - NUMBER OF MAN-HOURS (Describe services in "Remarks")	
		b. PIANO/ORGAN OR EXCESS CARRY SERVICES	
		c. OTHER (Describe in "Remarks")	
16. CONSIGNEE'S STATEMENT OF DELIVERY AND LOSS OR DAMAGE			
Notice is hereby given to the carrier to whom this statement of accessorial services performed is surrendered that the shipment was received in condition as shown below and that claim, if any, will be made for the value of such loss and/or damage as indicated.			
a. DESCRIPTION OF LOSS OR DAMAGE		b. ACTUAL OR ESTIMATED WEIGHT	
17. WAIVER Unpacking and removal of packing material, boxes/cartons, and other debris is hereby waived.		a. INVENTORY NUMBERS	b. SIGNATURE
18. CERTIFICATION. I have received the property described on this form:			
a. FROM (Name of Transportation Company)		b. AT (Actual Point of Delivery)	
		in apparent good order and condition except as noted above.	
c. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT		d. DATE OF DELIVERY (YYYYMMDD)	

DD FORM 619-1, MAY 2008

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Figure V.J.2-7. DD Form 619-1 - Statement of Accessorial Services Performed (Storage-In-Transit Delivery and Reweigh)

TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Title 37, US Code 406; Title 5, US Code 5726; and EO 9397, November 1943 (SSN).</p> <p>PRINCIPAL PURPOSE(S): To obtain certification from the member as to why temporary storage in addition to 90 days is required.</p> <p>ROUTINE USE(S): The data obtained on this form is used by the installation transportation officer to determine whether or not the member is entitled to additional temporary storage after the initial 90 days.</p> <p>DISCLOSURE: Voluntary, however, unless disclosed, member will not be authorized additional storage.</p>			
SECTION I - AUTHORIZATION FOR STORAGE AFTER THE FIRST 90 DAYS			
Reference Paragraph U5375-B2, JFTR			
<p>When, because of conditions beyond the control of the member, household goods in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized in advance or subsequently approved by the transportation officer or such other officer as the service may designate.</p>			
SECTION II - MEMBER'S STATEMENT OF FACTS			
<p>1. ADDITIONAL TEMPORARY STORAGE OF MY HOUSEHOLD GOODS IS NECESSARY, DUE TO CONDITIONS BEYOND MY CONTROL. THESE CONDITIONS ARE (X all that apply)</p>			
a. SERIOUS ILLNESS OF THE MEMBER	e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING		
b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT	f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION		
c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS	g. OTHER REASON (Specify)		
d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION			
2. MEMBER INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK	c. SOCIAL SECURITY NUMBER	
d. SIGNATURE		e. DATE SIGNED (YYYYMMDD)	
SECTION III - APPROVAL			
3. INSTALLATION NAME	4. INSTALLATION ADDRESS (Include Zip Code)	5. DATE APPROVED (YYYYMMDD)	
6. APPROVAL FOR AN ADDITIONAL 90 DAYS STORAGE IS GRANTED IN ACCORDANCE WITH PARAGRAPH U5375-B2, JFTR, DUE TO CONDITIONS CITED ABOVE.			
7. I CERTIFY THAT GOVERNMENT STORAGE FACILITIES ARE NOT AVAILABLE AT THIS INSTALLATION AND THAT COMMERCIAL STORAGE IS AUTHORIZED FOR A PERIOD NOT TO EXCEED 90 DAYS.			
8. ALL STORAGE AUTHORIZATION WILL EXPIRE ON (YYYYMMDD)			
<p>Generally, Government claims coverage also expires that date. If you choose to keep your property in storage beyond that date, at your expense, it is recommended that you obtain private insurance coverage during that period. In addition, any claim against the Government for loss or damage to personal property pursuant to authorized Government storage must be filed within two years from the expiration date of authorized storage.</p>			
9a. APPLICABLE SPECIAL ORDER	b. PARAGRAPH	c. HEADQUARTERS	d. DATED (YYYYMMDD)
e. ACCOUNTING CLASSIFICATION			
10. TRANSPORTATION OFFICER INFORMATION			
a. NAME (Last, First, Middle Initial)		b. RANK	
c. TITLE		d. SIGNATURE	

DD FORM 1857, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure V.J.2-8. DD Form 1857, Temporary Commercial Storage at Government Expense

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5131 (Rev. 6-04)		<h2 style="margin: 0;">STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL</h2>											
1. SSN		2. NAME (Last Name, First Name, MI)			3. RATE/RANK		4. CURRENT DUTY STATION						
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone)						6. TRANSFER AUTHORITY							
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:													
AGENCY	D I S T R I C T	APPN CODE	LIM CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER			ESTIMATED COST	MISC
									TYPE	FY	NUMBER		
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized):													
_____ TRAVEL TIME		_____ PROCEED TIME		_____ LEAVE (INCONUS)		_____ LEAVE (OUTCONUS)		_____ COMPENSATORY ABSENCE		_____ NON CHARGEABLE ABSENCE		_____ DATE LINE ADJUSTMENT	
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW:										SCHEDULED DEPARTURE DATE:			
UNIT/STATION/PLACE						NATURE OF DUTY			TIME/DATE REPORTING				
10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS:													
11. Member's Acknowledgement: I have been counselled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements, and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.													
12a. AUTHORIZING OFFICIAL (Name, Rate/Rank, Signature)						12b. DATE		13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED				13b. DATE	

PREVIOUS EDITIONS ARE OBSOLETE

Figure V.J.2-9. CG Form 5131, Standard Travel Order for Military Personnel