

ATTACHMENT V.J.2

DIRECT PROCUREMENT METHOD (DPM) SHIPMENT MANAGEMENT

A. INTRODUCTION

1. The Department of Defense's (DOD's) Personal Property Program (DP3) incorporates shipment management processes under the Defense Personal Property System (DPS). The customer, the Personal Property Shipping Offices (PPSOs), the Regional Storage Management Offices (RSMOs), the Military Surface Deployment and Distribution Command (SDDC), the Transportation Service Providers (TSPs), and other responsible parties will have access to DPS to enable interaction concerning the management of personal property shipments.
2. DPS automates, streamlines, and coordinates virtually every aspect of handling personal property shipments. It allows users to perform follow-up checks more effectively; enables users to prepare notifications for the customer and TSP quickly and efficiently; and simplifies the organizing, summarizing, and reviewing of periodic activity reports and the transmitting of them to management.
3. DPS expands the shipment planning, distribution, and management functionalities to cover DPM under Phase III. DPM includes scheduled service moves for combined outbound and inbound (Schedule I) shipments. It also includes local move (Schedule II) shipments. Detailed procedures for shipment distribution, shipment award/acceptance, shipment delivery, and storage are provided in this document.

B. DPM TSP RANKING

Within each Area of Responsibility (AOR)/zone, DPS will rank and place DPM TSPs in a quality band based on their Best Value Scores (BVSs). This ranking will affect how many DPM shipments a DPM TSP receives.

1. Initial Ranking at Startup:

- a. At the start of the program, DPM TSPs will be ranked from highest to lowest BVS using the DPM TSP's rate submissions and most recent Warehouse Inspection Score as shown on the DPM TSP's current DD Form 1812 ([Figure V.J.2-2](#)). The initial ranking of DPM TSPs at program start up will remain in effect until the next performance period. DPS re-ranks DPM TSPs using the performance data (i.e., most recent Performance Score (PS) and the most current rate data (i.e., the most recent Rate Score [RS]) for subsequent performance periods.

The term "Performance Period" as used in this paragraph for the calculation of performance data will be the following periods:

1 January to 14 May	15 May to 31 July
1 August to 30 September	1 October to 31 December.

- b. These performance periods are subject to change because of program requirements. For any updates to performance periods, reference the applicable DPM Tender of Service (TOS) modifications. SDDC will establish rate filing/adjustment deadlines for each performance period. DPM TSPs will be notified of these deadlines prior to each rate filing period.
- c. The initial ranking for the DPM TSPs will occur the day prior to the performance period. DPS uses the new PSs and RSs for DPM TSP ranking according to a BVS calculation. For detailed information on DPM TSP ranking, refer to the Best Value Score Business Rules at Appendix V.F.2.

2. Ranking for New Entrants:

For information on DPM TSP ranking, refer to the Best Value Score Business Rules.

3. DPM Quality Banding Schedule I and II:

At the beginning of each performance period, TSPs competing within an AOR/zone will be divided into four quality bands in order of highest to lowest BVS. The quality bands apply to outbound, inbound, and local move DPM TSPs. If the number of DPM TSPs in an AOR/zone is not equally divisible by four, more TSPs will be assigned to the first quality band. If four or less DPM TSPs are available in an AOR/zone, some quality bands may not have DPM TSPs in them (e.g., there may be two DPM TSPs in quality band one, one DPM TSP in quality band two, and zero DPM TSPs in quality bands three and four when only three DPM TSPs are available in the AOR/zone).

DP3 distributes shipments to active DPM TSPs based on their rankings in the quality band. The DPM TSP's BVS determines where it ranks in the quality band. DPM TSPs in the first quality band will receive 100 percent of the shipments. DPM TSPs in the remaining quality bands will only receive shipments when the capacity of the DPM TSPs in the preceding quality band is exhausted.

DPS determines the DPM TSP that is selected for each shipment based on customer-unique indicators. At the beginning of the annual rate cycle, SDDC has the ability to update shipment allocations within the applicable quality band. Shipments are awarded to each DPM TSP In Accordance With (IAW) [Table V.J.2-1](#), DPM Shipment Quality Bands.

Table V.J.2-1. DPM Shipment Quality Bands

Quality Band	Percentage of Shipments
1	100 percent
2	100 percent *
3	100 percent *
4	100 percent *

* Quality Bands 2, 3, 4 will be utilized in order when capacity is required.

In an AOR/zone with four DPM TSPs in each quality band, all four DPM TSPs in the first band are awarded a shipment in a round-robin fashion until 100 percent of the shipments have been awarded or the DPM TSP capacity is exhausted. Once capacity in quality band one is exhausted, DPS will start awarding shipments to DPM TSPs in quality band two until 100 percent of the shipments have been awarded or the quality band two DPM TSPs' capacities are exhausted, and so forth.

NOTE: DPM TSPs are not guaranteed shipments using this methodology. Shipments are awarded based upon demand and the recalculation of BVS. When the BVS is recalculated because of rate filing/adjustments or performance periods, the quality bands are reconstructed and the process of awarding shipments is reset.

4. DPM TSP Non-Use and Reinstatement:

DPS allows an RSMO or SDDC to place a DPM TSP in non-use status and reinstate the DPM TSP to the active list. DPS also provides the RSMO or SDDC with the capability to enter comments explaining non-use and reinstatement actions.

5. DPM TSP Status Definitions:

A RSMO or SDDC can declare a DPM TSP inactive to receive shipments for reasons of non-compliance with the requirements set forth in Transportation Service Provider (TSP) Qualifications, Attachment V.A.2. The various degrees of inactivity are defined as follows:

- a. Non-Use: The act of temporarily suspending a DPM TSP from all or specified parts of DOD or United States (US) Coast Guard transportation programs. Non-use action may be taken immediately after receipt of information indicating there is a threat to the safety or security of government shipments (in transit or storage) and where a DPM TSP fails to meet the requirements necessary to be an approved participant in SDDC transportation programs. When a DPM TSP disputes the accuracy of the information on which non-use is based, a Transportation Service Provider Review Board (TRB) hearing will normally be held within 30 days after the DPM TSP is placed in non-use.
- b. Disqualification: The act by a Transportation Review Board (TRB) of excluding a DPM TSP from participating in DOD or US Coast Guard transportation programs. Only SDDC may disqualify a DPM TSP. Disqualification may be taken by SDDC as a result of the TRB findings and determination. SDDC may take disqualification action independently, or a Transportation Office (TO) may request that SDDC disqualify a DPM TSP if a DPM TSP or its representative commits a violation that is so egregious the TO believes it warrants a disqualification action. The TO will provide all the pertinent documentation to support its request for placing a DPM TSP in disqualification. A DPM TSP may be disqualified based on operation or administrative deficiencies so severe as to threaten the safety or security of DOD cargo shipments or where a DPM TSP fails to meet the requirements necessary to be an approved participant in SDDC transportation programs. Disqualification may be issued when a DPM TSP violates a rule or regulation on one or more shipments that warrants a performance action greater than non-use or immediate non-use or when a DPM TSP repeatedly violates any provision, rule, or regulation. The TRB's decision will in no way limit SDDC's right to recommend the DPM TSP for debarment. A DPM TSP may not file rates with SDDC while in a disqualified status. A DPM TSP is required to re-qualify through the SDDC TSP Qualification Program prior to regaining eligibility to participate in the DOD and US Coast Guard transportation program.

C. SHIPMENT OFFER/AWARD OUTBOUND/INBOUND SCHEDULE I

Schedule I DPM shipment offers occur following the completion of counseling in DPS. The PPSO reviews the shipment information in DPS, determines whether the shipment is DPM, and approves the DPM shipment information in DPS. DPS will not allow the shipment to be processed as a DPM shipment if no freight TSPs are servicing from the origin to destination channel (DPS functionality checks the origin to destination channel to ensure there is freight capability; if there is not, the shipment would have to move by another method). The following outlines the DPM shipment allocation process:

1. The PPSO or DPS selects the best value outbound (OB) TSP and Inbound (IB) TSP simultaneously for the particular AOR/zone. The selection takes into account OB/IB DPM TSP blackout dates and pending punitive actions. DPS will use the Best Value Methodology (BVM) model to select OB/IB DPM TSPs.
2. DPS offers the DPM shipment to the selected OB/IB DPM TSPs by using the BVS business model and notifies the OB/IB DPM TSPs in their DPS work queues when new or updated booking requests and cancellations are posted.

3. The PPSO accepts or overrides the OB/IB DPM TSP that DPS identifies for the DPM shipment award. When the PPSO overrides an OB/IB DPM TSP, DPS retains that TSP at the current quality band for the next available DPM shipment and identifies the next available TSP for the current DPM shipment. If the PPSO rejects an OB/IB DPM TSP, DPS requires the PPSO to select a reason from the drop-down menu. DPS provides a text box for the PPSO to enter a justification for the rejection.
4. The PPSO can offer DPM shipments by selecting the manual or the automatic booking option in DPS. OB/IB DPM TSPs receive the notification of a DPM shipment offer via their work queues in DPS.
5. When the shipment is awarded, DPS sends an e-mail to the customer with the OB/IB DPM TSP's contact information.

a. Manual Booking Process Schedule I:

DPS displays possible choices of OB/IB DPM TSPs within the same quality band, with the highest BVS as the preferred option. The PPSO may reject the identified OB/IB DPM TSPs for the following reasons:

- (1) The OB/IB DPM TSP is the customer's non-preferred DPM TSP
- (2) The OB/IB DPM TSP refuses DPM shipment (DPS will allow the PPSO the option to charge the TSP an administrative shipment against the total for which the TSP is active)
- (3) Punitive action is pending against the OB/IB DPM TSP.

b. Administrative DPM Shipments Schedule I:

Administrative shipments are used to account for shipments that would have been offered to an OB/IB DPM TSP had the TSP refused or not blacked out the date on its calendar. DPS automatically populates administrative shipments processed through the Automatic Booking process. The PPSO may also charge an OB/IB DPM TSP an administrative shipment in DPS if the TSP rejects a manually booked shipment. Administrative shipments count against the total number of shipments for which the OB/IB DPM TSP is active in a given cycle, based on the quality band. Administrative shipments allow DPS to go through its normal allocation of shipments while accounting for the unavailability of OB/IB DPM TSPs.

c. Automatic Booking Process Schedule I:

DPS automatically offers active DPM OB/IB shipments during the automatic booking process, which is as follows:

- (1) DPS identifies the origin and destination AOR/zone.
- (2) DPS uses the BVS OB/IB DPM TSP information in the first available quality band.
- (3) DPS allocates the shipment to the next OB/IB DPM TSP in the appropriate quality band within the AOR/zone until the shipment is awarded.
- (4) If only the OB or IB DPM TSP portion is awarded and the other is not, the other portion will continue the process stated in step (3) until it has been awarded to complete the booking process. Both the OB and IB DPM TSP awards must be completed before the Government Bill of Lading (GBL) is assigned to allow movement from the origin to the destination.

NOTE: If Storage-In-Transit (SIT) is authorized at the origin in accordance with Paragraph D.1. only the OB DPM TSP award needs to be completed for the shipment to be booked.

d. Short-Fuse DPM Shipments Schedule I:

(1) Outbound Services:

- (a) Short-fuse shipments are shipments that require pickup within 5 business days or as determined by SDDC. All the OB/IB DPM TSPs in the AOR are notified of short-fuse shipments simultaneously via DPS. If multiple OB DPM TSPs are interested, the shipment will be awarded to the OB DPM TSP with the highest BVS (over and above the normal distribution within the quality bands).
- (b) If no OB DPM TSP accepts a short-fuse shipment within 24 hours, DPS alerts the PPSO to the non-response. The PPSO must then take action to ensure the customer's shipment is serviced (e.g., contact the customer to obtain an alternate date or contact the OB DPM TSP with the highest BVS and offer a 10 percent expedited pickup charge for shipments awarded for pickup within 3 business days).

NOTE: DPS will not check whether any OB DPM TSPs have indicated an interest in the shipment until a minimum of four business hours have passed from the time the shipment was offered.

NOTE: Expedited Pickup Charge provides the amount to charge the customer in cases where the customer caused the short-fuse situation IAW Joint Federal Travel Regulations, Paragraph U5340-A. 1.f, Transportation. A TSP turning back a shipment and creating the short-fuse situation will be liable for the expedited service charges through an administrative offset process managed by the PPSO.

(2) Inbound Services:

- (a) Short-fuse shipments are determined by the outbound pickup date, as referenced in Paragraph (1)(a). The shipments, however, will still need to be offered to the IB DPM TSP. DPS will offer short-fuse shipments electronically to all the IB DPM TSPs in the destination AOR. If multiple IB DPM TSPs are interested, the shipment will be awarded to the IB DPM TSP with the highest BVS. Once an IB DPM TSP has accepted the shipment, a GBL will be assigned.
- (b) If no IB DPM TSP accepts a short-fuse shipment within 24 hours, DPS will alert the PPSO of the non-response. The PPSO must then take action to ensure the customer's shipment is serviced by offering the OB DPM TSP SIT at the origin as stated referenced below in Paragraph D.1.

NOTE: DPS will not check whether any IB DPM TSPs have indicated an interest in the shipment until a minimum of 4 business hours have passed from the time the shipment was offered.

e. Blackout Dates Schedule I:

- (1) Blackout dates are dates for which an OB/IB DPM TSP indicates it cannot accept additional shipments. OB/IB DPM TSPs may modify blackout dates for specific PPSO and AOR/zones in DPS on a daily basis.
- (2) OB/IB DPM TSPs have the flexibility of entering blackout dates in advance within a 6-month period (e.g., if today is 1 January, the OB/IB DPM TSP would be able to blackout any dates through 30 June). This allows DPS to provide OB/IB DPM TSPs with the flexibility required to manage workloads, while maintaining a pool of available OB/IB DPM TSPs for expected DPM OB/IB shipments. DPS allows real-time updates of blackout dates to prevent DPM OB/IB shipment assignment conflicts.

f. Weekend/Holiday Schedule I:

DPS tracks holidays at each Bill of Lading Office Code (BLOC) worldwide as holidays and weekends 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 or delivery on a holiday or weekend.

g. DPM Service Order Outbound:

- (1) DPS generates a service order number at the time the DPM OB shipment is awarded. The service order number includes the origin GBL Office Code + the two-digit fiscal year + D + a six-digit sequence (e.g., KKFA04D346400). Neither the PPSO nor the OB DPM TSP can print the Service Order for the DPM Program and Related Services ([Figure V.J.2-1](#)) until the OB DPM TSP has:
 - (a) Entered the actual agreed-upon dates
 - (b) Entered the estimated weight.
- (2) Once the information is entered, DPS allows the PPSO to digitally sign the service order and the OB DPM TSP to print it if needed.
- (3) DPS can query on the DPM OB service order number, TOS number, and GBL number. PPSOs can update an existing service order (e.g., the pickup and/or storage expiration dates, weight, and customer's pickup address) in DPS. If updates to the original service order are made, a supplemental service order will be generated in DPS showing the changes.

h. DPM Service Order Inbound:

- (1) DPS generates a service order number at the time the DPM IB shipment is awarded. The service order number includes the destination GBL Office Code + the two-digit fiscal year + D + a six-digit sequence (e.g., KKFA04D346400). Neither the PPSO nor the IB DPM TSP can print the Service Order for the DPM Program and Related Services ([Figure V.J.2-1](#)) until the IB DPM TSP has:
 - (a) Entered a shipment arrival date into DPS
 - (b) Scheduled the shipment for delivery or requested a SIT number from the PPSO.
- (2) DPS can query on the DPM IB service order number, TOS number, and GBL number. PPSOs can update an existing service order (e.g., the storage expiration dates and customer's delivery address) in DPS.

i. Freight GBL Schedule I:

- (1) Once the OB DPM TSP has picked up the shipment and completed the weighing and marking of the sealed container(s), the TPS will update DPS with the following information within 3 business days after shipment pickup:
 - (a) The number and kind of containers (e.g., 1 CC or 2 CT). DPS will have a drop-down listing of symbols to select the kind of containers. The available symbols in the drop-down listing will be two digits in accordance with United States Transportation Command (USTRANSCOM) Reference Data Management System Type Pack Code found at http://www.transcom.mil/dteb/files/refdata/V_TYPE_PACK.htm.
 - (b) The aggregate weight and cube of the total number of each different type of container.

- (c) The total gross, tare, and net weight. The pro gear weight will also need to be entered for documentation on the GBL.
- (2) DPS will notify the origin PPSO that the shipment is ready for pickup by the freight line-haul TSP. The OB DPM TSP will print the GBL indicating the freight TSP and the origin and destination DPM TSPs as applicable. With the GBL in hand, the OB DPM TSP will make pickup arrangements directly with the freight line-haul TSP for onward movement to the destination.

NOTE: For overseas shipments, see the additional requirements for a Transportation Control and Movement Document (TCMD) under Paragraph j.

NOTE: For more information on freight requirements under the DPM program, refer to Appendix V.C.2 Direct Procurement Method (DPM) CONUS Freight Transportation Service Provider (TSP) Business Rules.

j. Transportation Control and Movement Document Schedule I:

- (1) OB DPM TSPs will be notified via DPS when a Schedule I shipment is destined for overseas. For overseas shipments, the OB DPM TSP must obtain a DD Form 1384, Transportation Control and Movement Document (TCMD), [Figure V.J.2-3](#) from DPS by entering the following information within one business day after shipment pickup:
 - (a) Enter the total number of pieces.
 - (b) Enter the gross, tare, and net weight.
 - (c) Enter the total cube.
- (2) A TCMD will be become available in DPS for the OB DPM TSP to print and attach to the shipment's number 1 container. The OB DPM TSP will also need to provide the freight line-haul TSP with three copies of the TCMD to be furnished to the designated aerial port along with a copy of the GBL.

k. Shipment Arrival Inbound:

- (1) When a shipment arrives at the destination, the IB DPM TSP coordinates delivery directly with the customer. The IB DPM TSP records the arrival and delivery of the shipment in DPS. If the IB DPM TSP is unable to coordinate delivery with the customer within 5 calendar days of the shipments arrival (shipment arrival must be documented in accordance with Paragraph i [Freight GBL Schedule I], line item (1)(a)), the IB DPM TSP must submit a request for storage in DPS and receive approval starting on the sixth calendar day after shipment arrival. All shipment information is available in DPS Analytics.
- (2) The PPSO can monitor the inbound shipment status, monitor the expected delivery, and identify and/or view shipments that have arrived and are awaiting disposition (e.g., delivery to residence or SIT). All shipment information is available in DPS Analytics.

l. Shipment Delivery:

- (1) If the customer has requested a direct delivery (with address), the IB DPM TSP will affect the delivery as requested. If the customer has not previously provided a delivery address for the shipment, the customer should enter the information directly into DPS as soon as is known. This updates the customer contact information, provides the IB DPM TSP and PPSO with the information, and ensures the shipment is delivered directly to the proper residence, preventing unnecessary SIT. DPS sends notification to the PPSO and the customer, advising them of the shipment arrival and any subsequent delivery. In all cases, except when a delivery is scheduled and executed on the same day, the IB

DPM TSP will enter the scheduled delivery date (including all changes) into DPS as soon as possible but no later than the close of business on the day prior to the scheduled delivery date. After the shipment has been delivered, the IB DPM TSP must enter the actual delivery date in DPS within three business days.

- (2) If a customer wishes to have a shipment delivered out of SIT, the customer may request a delivery from SIT by accessing DPS and entering the desired delivery address and date. The customer can also contact the PPSO to request delivery, and the PPSO must annotate the customer's delivery address and date in DPS. DPS will send the delivery request to the IB DPM TSP work queue, and the TSP must confirm the delivery date in DPS within one business day. DPS will send the scheduled delivery confirmation notification to the customer and PPSO work queue. If the customer calls IB DPM TSP to request delivery, the IB DPM TSP will update DPS with the scheduled delivery date and delivery address within two business days or by close of business the day prior to the scheduled delivery, whichever occurs first.

m. Reweighs:

- (1) DPS will automatically generate a reweigh request in the IB DPM TSP's queue for shipments exceeding the customer's weight allowance. To calculate, DPS will use the actual net weights of all known shipments in DPS moving under a specific order. For Non Temporary Storage (NTS) moving under the same order, DPS will use the estimated weight in the absence of an actual weight. Reweigh requests will only be processed for shipments that have been set up for delivery. DPS will not allow reweighs on Household Goods (HHG) shipments weighing less than 500 pounds or Unaccompanied Baggage (UB) shipments weighing less than 100 pounds, unless the customer has exceeded its authorized weight allowance or reweigh has been pre-approved by the PPSO. DPS will insert an accessorial in the PPSO's queue for pre-approval (pre-approval request) when the customer requests a reweigh.
- (2) Once a reweigh request is received, the IB DPM TSP will enter the date, time, and location of the reweigh in DPS. DPS will notify the customer and the PPSO of the reweigh, to allow the customer and/or the PPSO the opportunity to observe the reweigh. If the reweigh information should change, DPS will forward an updated e-mail to the customer outlining the changes. The responsible PPSO will also be able to see approved reweighs within DPS.
- (3) Once a reweigh is performed, the IB DPM TSP must enter the reweigh information (gross, tare, net weights, weight ticket number, and reweigh date) into DPS within three business days of the completion of the service. DPS will notify the PPSO when reweigh data is entered by the IB DPM TSP and will update the inbound PPSO queue with the reweigh weight.
- (4) DPS will not allow the customer to request a reweigh on a shipment when a reweigh has already been requested.
- (5) DPS will update the inbound PPSO queue with the reweigh weight. If the weight of the reweigh is lower than the original weights entered by the origin OB DPM TSP, notification will be sent to the origin PPSO and OB DPM TSP in DPS informing them that the weight of the shipment has been changed because of the reweigh.

D. STORAGE-IN-TRANSIT (SIT) SCHEDULE I

1. Requesting SIT:

The PPSO may use SIT when it is necessary to meet the customer's requirements. SIT at the destination will start on the sixth calendar day after shipment arrival (the arrival date through the fifth calendar date are not considered as SIT). Although SIT is normally used at the destination IB DPM TSP's facility, it also may be used at the origin OB DPM TSP's facility when determined by the PPSO to be in the best interest of the customer and the government. Requests for the extension of SIT for customers are accomplished IAW the Joint Travel Regulations (JTR), Paragraph C5190-B, or the Joint Federal Travel Regulations (JFTR), Paragraph U5375. When SIT is extended, the PPSO must notify the OB/IB DPM TSP of the extension and the projected termination date. The PPSO can view and/or print the Defense Department (DD) Form 1857.

NOTE: SIT for DOD and US Coast Guard civilian employees cannot exceed the SIT specified in orders unless authorized.

a. DPS provides the following for the management of SIT:

- (1) Approving DPM TSP requests for SIT
- (2) Updating and extending SIT
- (3) Providing for partial deliveries out of SIT
- (4) Generating reports on the number of shipments placed in SIT
- (5) Generating the necessary SIT correspondence (e.g., shipment arrival notice and expiration notice).

b. The following rules are applicable for placement of a shipment into SIT through DPS.

- (1) If there is no delivery address at the destination, the IB DPM TSP is authorized to place the shipment into SIT after determining that the customer is not available to accept delivery. Storage charges for inbound HHG and UB shipments will not commence earlier than the sixth calendar day following the date of the IB DPM TSP's notification of the arrival of the shipment in DPS. Storage charges will apply for each 30-day period or be computed as a fraction thereof. The date of release from storage will not be considered in the computation of storage charges.
- (2) If there is a direct delivery address at the destination, the IB DPM TSP is not authorized to place a shipment into SIT without attempting to make contact with the customer. If the customer cannot be reached or is not ready for delivery, the IB DPM TSP may request SIT via DPS.
- (3) If the IB DPM TSP has to place the shipment into SIT, they must request SIT via DPS.
- (4) If the shipment is a release out of NTS, it should not be placed in SIT at the destination. However, if SIT is required (e.g., the customer's house becomes unavailable or the customer is hospitalized) the IB DPM TSP may request SIT via DPS.
- (5) If a shipment is released from SIT at the origin, it should not be placed into SIT at the destination. However, if SIT is required because of reasons beyond the control of the customer (e.g., the customer's house becomes unavailable or the customer is hospitalized), SIT can be authorized.
- (6) If the customer can no longer accept direct delivery and the shipment must be placed into SIT at the destination, the IB DPM TSP must request SIT via DPS.

- (7) 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 IB DPM TSP must obtain a separate weight ticket and a separate SIT control number for each portion of the split shipment.
 - c. There is one SIT control register in DPS for SIT shipments. Upon approval of SIT, DPS furnishes a SIT control number to the OB/IB DPM TSP. The nine-digit SIT control number is constructed as follows:
 - (1) 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 2009, the first two digits are 09).
 - (2) 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, the Julian date is 313 and the third, fourth, and fifth digits are 313).
 - (3) The last four 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).
 - d. DPS maintains a SIT control log for recording all SIT authorizations. The log contains the following information:
 - (1) SIT control number
 - (2) Customer name
 - (3) Storage location
 - (4) Dates ordered in and out of SIT
 - (5) SIT expiration date.
 - e. SIT extension. 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). For example, if a shipment goes into SIT on 1 June and the authorization ends on 1 September, then DPS provides notification to the customer not later than 1 August. DPS also sends SIT authorization expiration notification to the PPSOs work queue. The PPSO must take necessary action to deliver, extend, or convert the shipment to commercial storage in DPS. DPS allows the customer or alternate to request additional storage, as necessary. A copy of DD Form 1857, Temporary Commercial Storage at Government Expense, [Figure V.J.2-4](#) must be completed by the customer in DPS. DPS then notifies the responsible PPSO of the customer's request for additional SIT. When SIT is extended beyond the first 90 days, the PPSO must notify the DPM TSP of the extension and the projected termination date. The request for extension is forwarded to the PPSO for approval. If the PPSO approves the request in DPS, DPS notifies the DPM TSP that storage has been extended and advises the TSP of the new expiration date. If storage extension is not approved, the PPSO will notify the customer and ensure shipment is converted to member's expense on the date of storage expiration.
2. [Converting SIT](#):
- a. The PPSO cannot convert a shipment to commercial storage prior to making positive contact with the customer or their duly appointed representative. DPS sends the customer reminders via e-mail 30 and 5 days prior to the storage expiration date. After the shipment is converted

to customer's expense, DPS processes the shipment for delivery out of SIT; however, DPS maintains visibility of the shipment while in SIT at the customer's expense.

NOTE: When converted to the customer's expense, the customer is still entitled to delivery out of SIT paid by the government.

- b. The DPM TSP's responsibility for a shipment and its liability under the Service Order 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 DPM TSP receives through DPS advising the government the shipment has terminated. The notice of termination is not retroactive.

E. SHIPMENT OFFER/AWARD LOCAL MOVE SCHEDULE II

Schedule II DPM shipment offers occur following the completion of counseling in DPS. The PPSO reviews the shipment information in DPS and determines if the shipment qualifies for movement using Schedule II DPM. If shipment qualifies, the shipment record transfers to the work queue under Shipment Management in DPS. Following is an outline of the Schedule II DPM shipment allocation process:

1. The PPSO or DPS selects the best value Local Move (LM) DPM TSP for the particular AOR/zone. The selection takes into account LM DPM TSP blackout dates and compares them against the requested pickup date.
2. The PPSO accepts or rejects the LM DPM TSP that DPS identifies for the DPM shipment award. DPS offers the LM DPM shipment to the selected LM DPM TSP by notifying the LM DPM TSP in its DPS work queue when new or updated award requests and cancellations are posted.

When a LM DPM TSP is rejected by the PPSO, DPS retains that LM DPM TSP at the current quality band for the next available LM DPM shipment. DPS identifies the next available LM DPM TSP for the current LM DPM shipment. If the PPSO rejects an LM DPM TSP, DPS requires the PPSO to select a reason from the drop down menu for the rejection. DPS provides a text box for the PPSO to enter a justification for the rejection.

3. The PPSO can award LM DPM shipments by selecting the manual or the automatic booking option in DPS. LM DPM TSPs receive the notification of a LM DPM shipment award via their work queue in DPS.

- a. Manual Booking Process Local Move:

DPS displays possible choices of LM DPM TSPs within the same quality band. The PPSO may reject the identified LM DPM TSPs for the following reasons:

- (1) The LM DPM TSP is customer's non-preferred LM DPM TSP
- (2) The LM DPM TSP refuses shipment (DPS will allow the PPSO the option to charge an administrative shipment)
- (3) Punitive action is pending against the LM DPM TSP
- (4) DPS allocates the LM DPM shipment to the appropriate LM DPM TSP.

- b. Administrative DPM LM Shipments:

Administrative shipments are used to account for shipments that would have been offered to a LM DPM TSP had the LM DPM TSP refused the shipment or did not black out the date on their calendar. DPS automatically populates administrative shipments for shipments processed through the Automatic Booking process. The PPSO may also charge a LM DPM TSP an administrative shipment in DPS if a LM DPM TSP rejects a manually booked

shipment. Administrative shipments allow DPS to go through its normal allocation of shipments while accounting for unavailability of LM DPM TSPs.

c. Automatic Booking Process Local Move:

DPS automatically offers active DPM LM shipments during the following automatic booking process:

- (1) DPS identifies the AOR/zone.
- (2) DPS uses the BVS LM DPM TSP information in the first available quality band.
- (3) DPS allocates the shipment to the next LM TSP in the appropriate quality band within the AOR/zone.
- (4) The process continues until the shipment has been awarded to a LM DPM TSP.

d. Short-Fuse DPM Shipments Local Move:

- (1) Short-fuse shipments are defined as shipments requiring pickup within five business days or as designated by SDDC. DPS will offer short-fuse shipments electronically to all LM DPM TSPs in the AOR via DPS. If there are multiple LM DPM TSPs the shipment will be awarded to the LM DPM TSP with the highest BVS.
- (2) If no LM DPM TSP accepts a short-fuse shipment within 24 hours, DPS alerts the PPSO to the non-response to the short-fuse shipment notification. The PPSO must then take action to ensure the customer's shipment is serviced (e.g., contact the customer to obtain an alternate date, offer shipment to LM DPM TSP with highest BVS with a 10 percent Expedited Pickup Charge for shipments offered within three business days or less, etc.).

NOTE: DPS will not check whether any OB DPM TSPs have indicated an interest in the shipment until a minimum of four business hours have passed from the time the shipment was offered.

NOTE: Short Fuse shipments will be considered a "bonus" and will not be counted against a LM DPM TSP's shipment distribution. LM DPM TSPs will not be assigned an "administrative shipment" for refusing a short fuse shipment.

NOTE: Expedited Pickup Charge provides the amount to charge the customer in cases where the customer caused the short fuse situation IAW U5340.A.1.f. A LM DPM TSP turning back a shipment resulting in the short fuse situation will be liable for the expedited service charges through an administrative offset process managed by the PPSO.

e. Blackout Dates Local Move:

- (1) Blackout dates are dates for which a LM DPM TSP indicates they cannot accept additional shipments. LM DPM TSPs may modify blackout dates for specific PPSO and AOR/zones in DPS on a daily basis.
- (2) LM DPM TSPs have the flexibility of entering blackout dates in advance within a six-month period (e.g., if today is 1 January, the LM DPM TSP would be able to black out any dates through 30 June). This provides LM DPM TSPs with the flexibility required to manage workloads, while maintaining a pool of available LM DPM TSPs for expected LM DPM Shipments. DPS allows real-time updates of blackout dates to prevent LM DPM shipment assignment conflicts.

f. Weekend/Holiday Schedule Local Move:

DPS tracks holidays at each Bill of Lading Office Code (BLOC) worldwide as holidays and weekends 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 on a holiday or weekend.

g. DPM Service Order Local Move:

- (1) DPS generates a service order number at the time the LM DPM shipment is awarded. The service order number includes the origin GB L Office Code + the two-digit Fiscal Year, + L + six-digit sequences (e.g., KKFA04L346400). Neither the PPSO nor the LM DPM TSP can print the Service Order or Service Order for the DPM Program and Related Services ([Figure V.J.2-1](#)) until the LM DPM TSP has:
 - (a) Entered the actual agreed-upon dates
 - (b) Entered the estimated weight.
- (2) Once information is entered, DPS allows for the PPSO's digital signature and the LM DPM TSP to print if needed.
- (3) DPS can query on the DPM LM service order number and TOS number. PPSOs can update an existing Service Order (e.g., pickup dates, weight, and customer pickup address/delivery address) in DPS.
- (4) The LM DPM TSP must enter the actual gross, tare, and net weights into DPS within three business days of shipment delivery. If SIT is authorized under Paragraph h(2), the LM DPM TSP must enter the actual gross, tare, and net weights into DPS within three business days of the shipment being placed within the approved facility. The SIT number will be withheld until the LM DPM TSP has entered all the weight requirements into DPS.

h. Storage Local Move:

- (1) Normally, storage at Government expense is not authorized under Local Move shipments.
- (2) When SIT is necessary to support a LM requirement, the customer must obtain approval through the Secretarial Process of the Service concerned. Requests for approval will be routed through the appropriate PPSO.

F. SPECIAL RATE REQUEST

1. The RSMOs or SDDC have the ability to request a special rate as needed, for example: Volume Moves, Deployment, Saturation, Natural Disasters etc. PPSOs will send notification to the RSMO or SDDC through DPS requesting special rates when they have determined there is a need for it. The notification needs to include the approximate number of shipments, estimated total weight, the location(s), and the approximate dates for the move. RSMOs or SDDC will solicit for a special rate via DPS to all approved DPM TSPs by Schedule I or II within a specific geographic area determined by the requesting RSMO or SDDC. The geographic area can be broken down by AOR/zone, region or state. The request for special rates will specify the time frame the DPM TSP has to respond as well as the time period the rates will be valid for. All special rates must be filed in DPS and processed by RSMO or SDDC within DPS.
2. The special rates filed will be checked against the Competitive Rate ranges for Items 701, 703, and 704 for Schedule I and Item 705 for Schedule II. The RSMOs or SDDC have the ability to

accept a rate that falls outside the Competitive Rate range. The rates filed under a special request are valid only for the time period or the specific situation stated on the request.

3. Once the special rate is accepted by the RSMO or SDDC, notification will be sent to the DPM TSP through DPS informing them that their rate has been accepted. The PPSO that initiated the request will also receive notification from the RSMO or SDDC informing them that the special rate is available in DPS. PPSOs will then process only those shipments which prompted the special rate request within DPS using the special rates provided.

G. ADDITIONAL REQUIREMENTS

1. Refusal of DPM Shipment Awards:

If a DPM TSP refuses multiple DPM shipments, the PPSO may recommend placing the DPM TSP in a non-use status for a period of 30 calendar days to the appropriate RSMO or SDDC. Also, multiple refusals may lead to disqualification by the RSMO or SDDC.

2. DPM TSP Non-Response:

DPS monitors the DPM TSP's response to DPM Shipments offers to ensure acceptance within 24 hours. If the DPM TSP fails to respond to an offer within the required time, DPS will:

- a. Send notification to the PPSO and DPM TSP queues that the DPM shipment offer has been rescinded (the DPM TSP's e-mail will contain a Notice of Non-Response indicating the TSP failed to respond within 24 hours)
- b. Charge the DPM TSP a refusal
- c. Return DPM shipment to the Shipment Management work queue
- d. Offer DPM shipment to the next active DPM TSP.

3. Pre-move Survey Schedule I (Outbound Only) & Schedule II:

- a. The pre-move survey is required to increase the chances of the successful movement of a personal property shipment. The OB/LM DPM TSP can address the customer's specific needs and concerns, in addition to guiding the customer in the preparation of the move from an administrative and practical perspective. The pre-move survey also compiles the technical aspects of the move, such as:
 - (1) Volume of goods to be transported (Weight)
 - (2) Provisions for any special packaging (Crates)
 - (3) Agreed-upon pack and pickup dates.
- b. The OB/LM DPM TSP is required to conduct a pre-move survey on all shipments estimated at 3,000 pounds or more and those within a 50 mile radius of their servicing facility. During the survey, the OB/LM DPM TSP assesses the required packing materials. This requirement will apply to only those shipments for which the OB/LM DPM TSP is provided a minimum of five working days advance notice of the shipment pickup date.
- c. OB/LM DPM TSPs can conduct telephone surveys for shipments less than 3,000 pounds, those with pick up points more than 50 miles from their servicing facility, and when there is less than the minimum five working days notice from pickup. The OB/LM DPM TSP contacts the customer to arrange a time to perform the survey after the shipment is awarded. DPS sends an e-mail to the customer providing the OB/LM DPM TSP's name and telephone number so that the customer can call the OB/LM DPM TSP directly regarding the pre-move survey.

- d. OB/LM DPM TSPs enter the date of the pre-move survey and update the pack and pickup date information in DPS at least 72 hours prior to first pack date.

4. Shipment Cancellation or Termination:

The following unusual occurrences may cause the cancellation or termination of a shipment: (1) natural disasters (such as floods, fires, storms, and earthquakes); (2) strikes, labor disputes, and work stoppages; (3) civil disturbances; (4) seizure of a DPM TSP's/contractor's facility for failure to pay just debts; (5) closure of a DPM TSP's/contractor's facility because of a court order; and (6) TSP service failure/cessation of operations/bankruptcy.

- a. Shipment Cancellation – If the customer cancels a shipment before it is awarded, the PPSO can cancel this shipment in DPS. If the shipment is canceled after it has been awarded, see pullback process below.
- b. Termination of Shipment – A termination of shipment occurs when a PPSO pulls back a shipment from a DPM TSP. Only awarded shipments are active for the termination process. DPS identifies when the termination process is applicable.

When a shipment is terminated, the PPSO must enter the authority for the termination action. DPS generates a Service Order Notice to cancel the previous Service Order and notifies the DPM TSP. Shipments that are terminated but not canceled will be available for rerouting with the next active DPM TSP. The PPSO may terminate a shipment at any time before it is picked up.

- a. Terminate and Cancel Shipment. The PPSO documents the reason for the termination and the shipment is canceled. The PPSO updates shipment information in DPS and generates necessary termination documentation. A canceled shipment might occur when a customer's orders are canceled.
- b. Terminate and Re-Award Shipment. The PPSO documents the reason for the termination and re-awards the shipment to the next active DPM TSP. The PPSO updates shipment information and generates the necessary re-award documentation. A termination and re-award might occur when a punitive action has been taken.

In each of these termination scenarios, PPSO determines whether the DPM TSP allocation should be adjusted by awarding the DPM TSP another shipment for the one that was canceled or terminated.

5. Updating Shipment Information:

Shipment changes may include administrative changes (contact changes, shipment information cancellations, and terminations). DPS notifies the PPSO when new or updated booking requests and cancellations are posted.

- a. DPS tracks all the DPM TSPs responsible for a single shipment throughout the life of a shipment
- b. DPS provides the customer with the ability to edit orders, contact, and/or shipment information
- c. The customer may modify shipment information before their shipment application(s) is validated and signed off by the PPSO Counselor

NOTE: The customer has the ability to update Customer Contact and Dependent Data at anytime.

- d. DPS does not allow the customer to make modifications to their application if the shipment has been validated by the PPSO and is ready to route and/or book. Once the PPSO Counselor has validated and signed off on the application, DPS advises the customer that "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 awarded to a DPM TSP. DPS advises the customer that this data cannot be modified and is read-only and to contact the responsible PPSO for assistance."
- e. If the requested changes are made prior to the OB/LM DPM TSP conducting the pre-move survey, the PPSO makes the necessary change in DPS and the DPM TSP receives notification of the changes via DPS. The Service Order may not be printed until after the OB/LM DPM TSP has entered the pre-move survey data. After the pre-move survey has been performed and the shipment record updated, the OB/LM DPM TSP prints the Service Order which reflects the modification entered by the PPSO.
 - f. If the requested changes are made after the OB/LM DPM TSP has performed the pre-move survey and the Service Order has been printed, the PPSO modifies the existing Service Order by making the necessary changes and sends notification to the DPM TSP via DPS to reprint the Service Order.
 - g. DPS allows PPSOs and RSMOs or SDDC to view all shipments associated with their search criteria regardless of whether a shipment was associated with the BLOC, region, or AOR/Zone.
6. Shipment Documentation:
- DPS provides for the accountability, usage, issuance, preparation, and distribution of all documentation generated. DPS ensures forms are properly prepared prior to allowing users to print. DPS also generates the following documents:
- a. DD Form 1131, Cash Collection Voucher. DPS generates this form when the PPSO is required to collect money from the customer for excess cost.
 - b. DD Form 139, Pay Adjustment Authorization. DPS generates this form to collect charges incurred by the customer for services not authorized at government expense. Collection is normally accomplished by issuing the DD Form 139 for customer in a pay status.
 - c. Service Order for DPM Program and Related Services. DPS generates the Service Order, which serves as a contract between the government and the DPM TSP authorizing the DPM TSP to perform the service of moving and storage of personal property.
 - d. DD Form 1811, Pre-Award Survey of Contractor's/Carrier's Facilities and Equipment. The initial inspection, as part of the DPM TSP qualification process, is performed and recorded on this form. The information for this report is entered into DPS.
 - e. DD Form 1812, Warehouse Inspection Report. This form is used to record information from the periodic on-site inspection of commercial carrier, agent, and contractor warehouses approved for the storage of personal property shipments. The information for this report is entered into DPS.
7. Delivery:
- a. Inbound and Local Move DPM TSPs will update DPS showing shipment delivery.
 - b. A customer can add or update a delivery address 24 hours a day, 7 days a week. If a customer has not previously provided a delivery address for the shipment (e.g., if the final destination was not immediately known), the customer can enter that information into DPS. DPS updates the customer contact information and the DPM TSP and PPSO will have access to this information, ensuring the customer's shipment is delivered to his or her residence without accruing storage charges.

- c. The IB DPM TSP makes arrangements with the customer to deliver the shipment. Upon delivery, the IB DPM TSP enters the actual delivery information in DPS and DPS sends notifications to the customer advising them of the shipment delivery.

H. USING ACTIVITY QUALITY CONTROL

Local PPSO quality control inspectors will have the following authority:

1. Inspect individual DPM shipments for infractions (e.g. packing violations, paperwork discrepancies) that the quality control inspector can have the DPM TSP correct on the spot without notifying RSMO or SDDC.
2. PPSOs are authorized to issue Letters of Warning to the DPM TSPs for major violations or repeated minor violations.
3. PPSO may also recommend non-use of a DPM TSP to the responsible RSMO or SDDC. The RSMO or SDDC is responsible for determining non-use of a DPM TSP, to include duration.

I. REPORTS

DPS generates the following reports:

1. Inspection Report
2. Warehouse Inspection List Report:
 - a. Last completed date over 1 year old
 - b. Last completed date of 9 to 12 months ago
 - c. Last completed date of 6 to 9 months ago.
3. Inspection Aging Report (a report documenting the number of days it has been since each warehouse has been inspected).
4. Report ranking DPM TSPs in each AOR/zone (by RSMO, SDDC Pacific, or SDDC Europe region), based on their current BVSS.
5. DPM Management Report (for Schedules I and II):
 - a. DPM Service Order Register
 - b. DPM TOS Best Value list (e.g., includes Performance Score, Rate Score and Claims Score for each DPM TSP).
 - c. DPM refusal report
 - d. DPM storage report
 - e. Alpha by DPM TSP report
 - f. Social Security Number (SSN) or other DOD and US Coast Guard approved identification number by DPM TSP report
 - g. DPM SIT expiration reports.
6. Report that retrieves the DPM shipments and service order by TOS, rate and facility, and branch of service.
7. Report listing all the approved DPM rates by DPM TSPs and by AOR for posting on the SDDC Web site and to be grouped by AOR and then by DPM TSP.

8. Report on the number of shipments currently in DPM SIT to include origin, weight, destination, Item Codes, number of days in storage, and scheduled storage expiration date.
9. Shipment Report (for use by Service Headquarters, RSMOs, and SDDC offices) by weight, number of shipments, what was actually invoiced, the paid cost to the DPM TSP, all listed by branch of Service and by fiscal year.
10. Report that shows DPM SIT shipments currently in storage. This report includes, each warehouse location, the total weight being stored at the warehouse, the number of shipments by branch of Service, the total weight for each branch of Service, and a drill-down capability to see the shipment details. The shipment details will include the bill of lading number and service order number, order number, DOD and US Coast Guard customer name and SSN/EIN, and shipment weight.
11. Monthly DPM Storage Expiration report.
12. Report of Service orders by DPM TSP.
13. DPM TSP report with the ability to select a specific DPM TSP by SCAC or run a report for all SCACs.
14. Government-Owned Container (GOC) report by DPM TSP.
15. DPS provides the ability to pull ad hoc query reports in addition to the reports listed above.

SERVICE ORDER FOR DPM PROGRAM AND RELATED SERVICES									
1. TO (Transportation Service Provider), (TSP)					2. FROM (Transportation Officer)				
a. NAME					a. NAME				
b. ADDRESS, (Street, City, State, Zip Code)					b. ADDRESS, (Street, City, State, Zip Code)				
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, SUBJECT TO THE PROVISIONS OF THE BELOW NUMBERED TENDER OF SERVICE, (TOS), FOR THE FOLLOWING SERVICES:									
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. TENDER OF SERVICE NUMBER		e. MODIFICATION NUMBER	
f. SERVICE ORDER NUMBER			g. SHIPMENT NUMBER		h. LOCATION OF PROPERTY, (Street, City, State, Zip Code)				
i. DEST. PPSO									
j. PACK DATE (YYYY/MM/DD)			k. PICK-UP DATE (YYYY/MM/DD)		l. REQUIRED DELIVERY DATE		m. ESTIMATED WEIGHT		n. ACTUAL WEIGHT
6. OWNER									
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS, (Street, City, State, Zip Code)				
(3) PAY GRADE			(4) LAST FOUR OF SSN						
4. OUTBOUND SERVICES ORDERED									
(a). OUTBOUND SERVICES ITEM, 701					(b). SPECIAL SERVICES, ITEM 702			(c). STORAGE, ITEM 703	
a. Outbound HHG		b. HHG from NTS		c. Outbound UB		a. Non Duty Days/Hours		b. Reweigh	c. Extras Services
ZONE	RATE	ZONE	RATE	ZONE	RATE	Rate per 400NG or International PP Rate Solicitation	Rate per 400NG or International PP Rate Solicitation	Rate per 400NG or International PP Rate Solicitation	a. Outbound
	\$		\$		\$				b. Inbound
									RATE
									\$
									\$
5. INBOUND SERVICES ORDERED									
(a). INBOUND HHG, ITEM 704a				(b). INBOUND UB, ITEM 704b		(a). INTRA-CITY, INTRA-AREA SERVICES, ITEM 705		(b). SPECIAL SERVICES, ITEM 706	
ZONE	RATE	ZONE	RATE			a. Non Duty Days/Hours		b. Extras Services	(c). ADDITIONAL MILES, ITEM 707
	\$		\$			Rate per 400NG or International PP Rate Solicitation		Rate per 400NG or International PP Rate Solicitation	RATE
									\$
(d). DELIVERY ADDRESS					a. PICKUP ADDRESS				
					b. DELIVERY ADDRESS				
7. REMARKS									
8. SPECIAL INSTRUCTIONS									
a. SUBMIT INVOICES ELECTRONICALLY UTILIZING THE THIRD PARTY PAYMENT SYSTEM (TPPS) PROCESS.									
b. SHIPMENT AUTHORITY:									
c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT					LBS Weight in excess of such maximum will be charged to the owner.				
d. ESTIMATED COST OF THE SERVICES IS \$ _____ You are not to perform any services which will result in Tender of Service costs in excess of the above sum, unless authorized in DPS by the Transportation Officer.									
e. ACCOUNTING CLASSIFICATION:									
9. CERTIFICATION (To be completed by the Transportation Officer)									
THIS SHIPMENT HAS BEEN DETERMINED TO BE MORE ECONOMICAL TO BE MOVED BY DPM OR DPM IS THE ONLY METHOD AVAILABLE TO MOVE IT, IN ACCORDANCE WITH THE PERSONAL PROPERTY CONSIGNMENT INSTRUCTION GUIDE.									
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. SIGNATURE			d. DATE SIGNED (YYYYMMDD)

Figure V.J.2-1. Service Order for the DPM Program and Related Services

WAREHOUSE INSPECTION REPORT <i>(Read Instructions on back before completing form.)</i>		1. (X as applicable)				2. DATE OF INSPECTION (YYYYMMDD)			
		<input type="checkbox"/> BOTH BOA AND SIT <input type="checkbox"/> RSMO <input type="checkbox"/> ITO							
3. CONTRACTOR/CARRIER		4a. ADDRESS OF WAREHOUSE		b. FIRE SYSTEM/CLASS		c. LOTS	d. WEIGHT		
a. NAME				SS/1	USS/2			D & R/3	FCR/4
b. ADDRESS (Include ZIP Code)									
5. CONTRACT REFERENCE NUMBER		6. STATUS (X)		7. CURRENT CONTRACT OR TENDER OF SERVICE ON FILE (X)		YES	NO		
		<input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE <input type="checkbox"/> INELIGIBLE							
8. PRE AND POST STORAGE SERVICES				10. (Continued)					
<input type="checkbox"/> a. Unauthorized equipment in use <input type="checkbox"/> b. Unauthorized cartons and packaging used <input type="checkbox"/> c. Improper packing/sealing/marking of cartons <input type="checkbox"/> d. Pickup service not accomplished on time <input type="checkbox"/> e. Improper loading/unloading of van or pallet <input type="checkbox"/> f. Disassembled parts not packaged/inventoried <input type="checkbox"/> g. Inventory stickers on finished surfaces <input type="checkbox"/> h. Improper appliance servicing/labeling <input type="checkbox"/> i. Smoking observed at residence <input type="checkbox"/> j. Employees on duty not efficient/neat <input type="checkbox"/> k. Origin premises not left in good order <input type="checkbox"/> l. Destination services improperly performed <input type="checkbox"/> m. Deviations to service order <input type="checkbox"/> n. Delivery service not accomplished on time				<input type="checkbox"/> i. Improper piano/organ storage <input type="checkbox"/> m. Improper storage of mattresses <input type="checkbox"/> n. Segregated pieces not properly identified <input type="checkbox"/> o. Improper packing of mirrors/glass table tops <input type="checkbox"/> p. Inadequate protection against mold/mildew <input type="checkbox"/> q. Aisles being used to process goods in/out <input type="checkbox"/> r. Previous discrepancies not corrected*					
9. ADMINISTRATION				11. FIRE PREVENTION AND HOUSEKEEPING					
<input type="checkbox"/> a. Incorrect inventory preparation <input type="checkbox"/> b. No separate weight ticket and certificate/PB and E/WT <input type="checkbox"/> c. Incorrect warehouse receipt preparation <input type="checkbox"/> d. Ineffective locator system* <input type="checkbox"/> e. Contract supporting paperwork needed				<input type="checkbox"/> a. Electric/heat/water systems require repair <input type="checkbox"/> b. Evidence of smoking in warehouse* <input type="checkbox"/> c. Unauthorized items stored* <input type="checkbox"/> d. Improper aisle and/or stacking clearance <input type="checkbox"/> e. No fire system inspection* _____ <input type="checkbox"/> f. No fire extinguisher inspection _____ <input type="checkbox"/> g. No extinguishers on warehouse equipment <input type="checkbox"/> h. Trash/debris in storage area <input type="checkbox"/> i. Fire doors inoperable/in need of repair <input type="checkbox"/> j. No fire plan posted <input type="checkbox"/> k. Space heaters/extension cords being used <input type="checkbox"/> l. Gas and oil not drained from motorized items <input type="checkbox"/> m. Hazards noted within 50 feet of warehouse* <input type="checkbox"/> n. Flammables/combustibles found in warehouse*					
10. STORAGE METHODS AND OPERATION				12. WAREHOUSE PRACTICES					
<input type="checkbox"/> a. Consigned lots not stored within 5 days* <input type="checkbox"/> b. Improper storage, stacks/pallets <input type="checkbox"/> c. Finished surfaces not protected by pads/wrap <input type="checkbox"/> d. Lots and separated pieces not elevated 2 inches <input type="checkbox"/> e. Lots stored against exterior walls <input type="checkbox"/> f. Lawnmowers not stored at base level of lot <input type="checkbox"/> g. Improper firearms control <input type="checkbox"/> h. Loose stack storage over 10 feet* <input type="checkbox"/> i. PBO contents not identified on inventory <input type="checkbox"/> j. Improper storage of upholstered pieces* <input type="checkbox"/> k. Improper storage of rugs/pads*				<input type="checkbox"/> a. Inadequate security* <input type="checkbox"/> b. Inadequate loading/unloading area <input type="checkbox"/> c. Structural deficiencies (doors/floors/roof/walls/windows) <input type="checkbox"/> d. Inadequate protection from sun/dust/heat/cold/moisture <input type="checkbox"/> e. Lack of insect/rodent control _____ <input type="checkbox"/> f. Vehicles parked in storage area <input type="checkbox"/> g. Commingled storage with undesirable commodities <input type="checkbox"/> h. Multiple occupancy* <input type="checkbox"/> i. Weight stored in excess of authorized limit*					
13. DEFICIENCIES OBSERVED/ACTIONS TAKEN BASED ON QUALITY CONTROL RATING RAW SCORE									
<input type="checkbox"/> a. No deficiencies observed <input type="checkbox"/> b. Corrective action without report is required as soon as possible <input type="checkbox"/> c. Corrective action, confirmed in writing, is required by (YYYYMMDD) _____ Send notice of corrective action to _____ <input type="checkbox"/> d. You are _____ for further business as of _____ <input type="checkbox"/> e. You are continued ineligible for further initial service orders.				A: 0 B: 1 - 8 C: 9 - 16 D: 17 & OVER					
14. DOCUMENT FILES CHECKED				15. LOT NUMBERS CHECKED					
16. CONTRACTOR/CARRIER REPRESENTATIVE				17. SIGNATURE OF DEPARTMENT OF DEFENSE INSPECTOR					
a. SIGNATURE		b. TITLE							

DD FORM 1812, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

COPY DESIGNATION:

COPY 1 - RSMO/
ITO FILE COPY

COPY 2 - CONTRACTOR/
AGENT COPY

COPY 3 - ITO/RSMO
INFO COPY

Figure V.J.2-2. Warehouse Inspection Report

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.			
<p>8. ALL STORAGE AUTHORIZATION WILL EXPIRE ON _____ (YYYYMMDD) 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.

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Figure V.J.2-4. DD Form 1857 – Temporary Commercial Storage at Government Expense