

**USTRANSCOM Personal Property Advisory #22-0027D; Supersedes USTC PP Advisory #22-0027C, Dated 3 August 2022**

**Date: 23 February 2024**

**From:** USTRANSCOM Defense Personal Property Management Office (DPMO), Scott AFB, IL62225

**To:** All Military Service Headquarters Representatives, Worldwide Personal Property Shipping Offices (PPSOs), Personal Property Processing Offices (PPPOs), and Department of Defense (DoD) Approved Transportation Service Providers (TSPs)

**Subject: Update #4** Transfer of Responsibilities in Connection with Non-Temporary Storage Retrograde (NTS-R) Contract

1. Effective 1 April 2022, PPSO responsibilities under the Metropolitan Van & Storage NTS-R contract (East/West Coast Storage Facilities) will transfer to Joint Personal Property Shipping Office-South Central (JPPSO-SC) (HAFC) and Joint Personal Property Shipping Office-North Central (JPPSO-NC) (KKFA) respectively.

2. NTS-R responsibilities will transition as follows:

- a. JPPSO-SC, San Antonio, TX (Government Bill of Lading Office Code (GBLOC HAFC) assumes all shipment and storage management responsibilities currently performed by Metropolitan Van & Storage, 101 Industrial Drive, Suffolk, VA 23435 under GBLOC BJAQ.
- b. JPPSO-NC, Colorado Springs, CO (GBLOC KKFA) assumes all shipment and storage management responsibilities currently performed by Metropolitan Van & Storage, 2200 South Watney Way, Fairfield, CA 94533 under GBLOC LFAH.

3. All shipments with a projected Required Delivery Date (RDD) of 1 April 2022 (and after) destined for either the east or west coast NTS-R storage facility (Metropolitan Van & Storage) must be properly consigned, to include selecting the correct destination GBLOC (HAFC or KKFA).

4. All Personal Property Consignment Instruction Guide (PPCIG) references to NTS-R have been updated and must be strictly adhered to prevent shipment/storage delays. Process changes specific to PPPO/PPSO include:

- a. **East Coast NTS-R.** Shipments must be consigned DPM to new DODAAC HGA037 (NTS-R) Metropolitan Van & Storage, 101 Industrial Drive, Suffolk, VA 23435-3430, Phone (804) 234-3055 with destination GBLOC HAFC. The origin shipping office must send all advance documentation (e.g., DD Form 1299, DD Form 1797, **inventories, weight tickets**, Orders/Amendments and DD Form 1384 (TCMD with actual Piece/Weight/Cube) to [JPPSO-SC.metro.suffolk@us.af.mil](mailto:JPPSO-SC.metro.suffolk@us.af.mil).
- i. Booking NTS Retrograde Shipments as ITGBL/One-Time Only (OTO). When DPM is not available, shipment must be booked in DPS using ITGBL or OTO (if no channel

- rates are available) to Metropolitan Van & Storage East Coast facility. Government Bill of Ladings (GBL) for ITGBL/OTO shipments must be consigned to “(NTS-R) Metropolitan Van & Storage, 101 Industrial Drive, Suffolk, VA 23435, Phone (804) 234-3055 with the destination GBLOC HAFC.”
- ii. Request for Release. All release requests must be processed in DPS by selecting HAFC as origin GBLOC.
  - iii. Request for Extensions. Send all documentation for extensions to [jppso-sc.sm-ps@us.af.mil](mailto:jppso-sc.sm-ps@us.af.mil).
  - iv. NTS Retrograde Shipping from Eastern Ports (EUCOM, AFRICOM, and CENTCOM AORs). When the final CONUS destination is not known, the preferred method of shipment for household goods and unaccompanied baggage will be via DPM pack and crate mode of service (NOT ITGBL). Embassies and any other locations where DPM are not an option may use ITGBL/OTO channel. These shipments will be placed in Non-Temporary- Storage (NTS) pending onward movement. Shipments will be consigned to new DODAAC HGA037 (NTS-R) Metropolitan Van & Storage, 101 Industrial Drive, Suffolk, VA 23435-3430. Phone (804) 234-3055. This address will also be stenciled on the container as well as stenciling "Hold for Non-Temporary Storage" after the consignment data.
  - v. US Customs Clearance. DD FORM 1252, US CUSTOMS AND BORDER PROTECTION(CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS must be sent to the 841st Transportation Battalion, Joint Base Charleston, 1050 Remount Road, Bldg. 3304, North Charleston, SC 29406. All vessel arrival notices must indicate the 841<sup>st</sup> Transportation Battalion as the "notify party.”
- b. **West Coast NTS-R**. Shipments must be consigned DPM to new DODAAC HGA038 (NTS-R) Metropolitan Van & Storage, 2200 South Watney Way, Fairfield, CA, 94533-6744, Phone (707) 747-4820 with destination GBLOC KKFA. The origin shipping office must send all advance documentation (e.g., DD Form 1299, DD Form 1797, **inventories, weight tickets**, Orders/Amendments and DD Form 1384 (TCMD with actual Piece/Weight/Cube)) to [JPPSO-NC.enterprisesupport@us.af.mil](mailto:JPPSO-NC.enterprisesupport@us.af.mil).
- i. Booking NTS Retrograde Shipments as ITGBL/One-Time Only (OTO). When DPM is not available, shipment must be booked in DPS using ITGBL or OTO (if no channel rates are available) to Metropolitan Van & Storage West Coast Facility.
  - ii. Government Bill of Ladings (GBL) for ITGBL/OTO shipments must be consigned to (NTS-R) Metropolitan Van & Storage, Inc., 2200 South Watney Way, Fairfield, CA 94533-6744, Phone (707) 747- 4820 with the destination GBLOC KKFA.
  - iii. Request for Release: All requests for NTS-R storage release for shipment must be sent to [JPPSO-NC.storage@us.af.mil](mailto:JPPSO-NC.storage@us.af.mil). Storage release requests must include DD Form 1299/1797 and new orders.
  - iv. Request for Extensions. Customers requiring an extension of NTS-R storage due to Consecutive Overseas Tour reassignment or DEROS extension etc., must email supporting documentation to [JPPSO-NC.storage@us.af.mil](mailto:JPPSO-NC.storage@us.af.mil).
  - v. The DD form 1252, US CUSTOMS AND BORDER PROTECTION (CBP)

DECLARATION FOR PERSONAL PROPERTY SHIPMENTS must be sent to the 834th Transportation Battalion, 410 Norman Ave, Concord, CA 94520. Send all customs documentation to: [usarmy.motco.sddc.list.tms@army.mil](mailto:usarmy.motco.sddc.list.tms@army.mil) All Vessel arrival notices must indicate the 834th Transportation Battalion as the "notify party". Please use group email address for 834th/Concord, CA. This will assist in knowing shipments that are enroute and which vessel the shipment will arrive on.

**5.** The movement of large personally owned watercraft and boats to the retrograde facilities is strictly prohibited. Small personally owned watercrafts less than 14 feet (e.g., kayaks, canoes, surf boards) and crated are acceptable.

**6.** Email any questions relating to this advisory to TCJ9-OS Storage Management Office at: [transcom.scott.tcj9.mbx.pp-smo@mail.mil](mailto:transcom.scott.tcj9.mbx.pp-smo@mail.mil).

**7.** This message was approved for release by the Deputy Director, Defense Personal Property Management Office, TCJ9-D