

USTRANSCOM Personal Property Advisory #23-0056

Date: 3 Apr 2023

From: USTRANSCOM Defense Personal Property Management Office (DPMO), TCJ9, Scott AFB, IL 62225

To: All Military Service Headquarters Representatives, Worldwide Personal Property Shipping Offices (PPSOs), and Personal Property Processing Offices (PPPOs)

Subject: Global Household Goods Contract (GHC) Contract Oversight Role Training Requirements

1. The USTRANSCOM Directorate of Acquisition has established training requirements for Government personnel in roles with GHC contract oversight responsibilities:

- a) Contracting Officer's Representative (COR)
- b) Lead Government Surveillance Representative (GSR)
- c) Government Surveillance Representative (GSR)
- d) Task Ordering Officer (TOO)
- e) Task Invoicing Officer (TIO)
- f) Task Invoicing Officer-Certifier (TIO-C)
- g) Quality Assurance Evaluator (QAE)

2. Note that there are multiple training requirements for every position listed above. There are both online courses as well as required readings that must be completed prior to nomination for these positions. Training requirements for these roles may be found at:

<https://www.milsuite.mil/university/ghctraining/ghc-training-requirements/>.

3. The DPMO Training Team is in the process of developing courses for each specific GHC Government role. These courses are scheduled to roll out as they are completed over the next several months. The planned schedule follows:

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|---|---------------------|
| a) GHC Foundational Course ("GHC 101") 0G1B | Published 8 Mar 23 |
| b) GHC GSR Course 0G3A | Published 31 Mar 23 |
| c) GHC Contract-Specific Course 0G2A | Mid-Apr 23 |
| d) GHC QAE Course 0G6A | Late Apr 23 |
| e) GHC TOO Course 0G5A | Mid-May 23 |

- f) GHC TIO/TIO-C Course 0G4A Late May 23
- g) GHC Counselor Course 0G7A Late May 23
- h) GHC Customer Service Representative (CSR) Course 0G8A Jun 23

4. While some courses remain to be published, all other training materials are available now. We strongly recommend that personnel who will be assuming one of these roles under the GHC review the requirements and **begin completing the training as soon as possible**. This will help to lessen the impact of the time commitment required to complete the training and reduce stress on the employee rather than trying to complete all training requirements at once.

5. Any questions or concerns about the training requirements can be e-mailed to the DPMO Training Management Team at transcom.scott.tcj9.mbx.t-division@mail.mil.

6. This message is approved for release by the Strategic Engagements Division Chief, Defense Personal Property Management Office (TCJ9-S).