

USTRANSCOM Personal Property Advisory #24-0013

Date: 17 October 2023

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

To: DoD-Approved Personal Property Transportation Service Providers (TSPs)

Subject: TSP's Annual Financial Statement – Balance Sheets and Cash Flow Statement Submittals

1. This advisory serves as a reminder that TSP Financial Statements must be submitted by an Independent Financial Representative, financial data must document the business of a **SINGLE** TSP, and all correspondence, including electronic mails, must include the Standard Carrier Alpha Code (SCAC).

2. Please review DP3 USTRANSCOM TSP Qualifications Business Rules, dated 7 Oct 2020 prior to submitting financial statements.

2.1 Para 2.18.2. Approved TSPs must have their Independent Financial Representative provide data from audited or reviewed financial statements to transcom.scott.tcj9.mbx.pp-quality@mail.mil annually. No pro forma statements will be accepted in lieu of actual financial statements. This information may be used to assist in the determination of financial risk to the government. TSPs are responsible to assure that any financial data submitted via DPS has been reviewed and submitted by an independent Financial Representative.

2.2 Para 2.18.3. Financial statements must be prepared according to generally accepted accounting principles using the accrual basis of accounting. Annual financial statements must be submitted within 150 calendar days of year-end, normally defined as December 31st. If a company closes its books on a fiscal year basis (other than December 31st), then financial statements should be submitted within 150 calendar days of the date it closes its books. Companies desiring to change their report date must coordinate with USTRANSCOM Financial Analyst at transcom.scott.tcj9.mbx.pp-quality@mail.mil. Requests to change reporting periods must be received not later than 90 days before the intended start of changed reporting period.

2.3 Para 2.18.4. TSPs must submit financial data that documents the business operations of the single TSP seeking to qualify or to continue to do business with the DoD. USTRANSCOM will not accept combined or consolidated reports where there is no separation from one TSP to another. Letters of guarantee from a parent company will not be accepted. Data will be submitted annually via the web using the Financial Statement web form.

2.4 Para 2.18.5. A copy of the balance sheet and statement of cash flows from the most recent fiscal year-end reviewed or audited financial statements must be provided to the qualifications organizational box within 150 days of fiscal year-end. USTRANSCOM may request a hard copy of the TSP's full audited financial statements.

3. DPMO will not accept Financial Statements documenting the business of multiple TSPs.
4. Direct questions to the DPMO Performance and Qualifications Team at transcom.scott.tcj9.mbx.pp-quality@mail.mil.
5. This message was approved for release by the Deputy Director, Defense Personal Property Management Office, TCJ9-D.