

**USTRANSCOM Personal Property Advisory #24-0033A; Supersedes USTC PP Advisory #24-0033, Dated 3 Jan 24**

**Date:** 5 January 2024

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

**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 #1: 2024 Defense Personal Property Program (DP3) Rate Filing Event Notice

1. TSP is required to update their Certificate of Independent Pricing (CIP) and Certificate of Responsibility (COR) to participate in the 2024 Rate Filing event.

2. Rate Filing Dates/Times:

2.1. Round 1 (Rd1): 18 February 24 (6:00 PM CST) - 23 February 24 (6:00 PM CST)

2.2. Round 2 (Rd2): 17 March 24 (6:00 PM CDT) - 22 March 24 (6:00 PM CDT)

3. Rates filed during this event will cover the period of 15 May 2024 – 14 May 2025.

4. Filing Rates in DPS:

4.1. **Using Workbench:**

4.1.1. *TSPs must file bids on the appropriate Market, Code of Service, and channel in Rd1 in order to file bids in Rd2.*

4.1.2. TSP can preview their authorized Market, Channels, and Codes of Service (COS) prior to Rd1 opening. The preview window will open on 14 February 2024 and remain open until Rd1 starts. If a TSP believes their authorizations contain errors, they should *immediately* contact the Special Requirements and Rates Team no later than 16 February 2024, 1200, CST. See #11 for contact information.

4.1.3. TSPs can view their accepted bids after Rd1 Rejection Notices have been sent. They are viewable until the start of Rd2.

4.1.4. Error and Rate Rejection Codes: Descriptions are available in the DPS Rate Filing User Guide (TSP Edition).

4.2. **Special Solicitation Rates (International and Domestic) in “Rates TSP” Analytics:**

4.2.1. Accepted Special Solicitation (SS) rates will *not* be visible in “Rates TSP” Analytics at the end of Rd1. Please utilize the “Export” capability in Workbench, as well as your rate rejection notifications to aid in determining your SS acceptance.

4.2.2. All fully accepted SS rates will be visible in Rates TSP Analytics at the conclusion of the Rate Filing event.

5. **Bid Component Data Retention Process:**

- 5.1. TSPs filing bids for Domestic channels must file four (4) complete bid components. All four (4) components must be accepted by the end of Rd2 in order for the bids to be considered a valid discount for that Channel/COS:
  - 5.1.1. Peak Linehaul
  - 5.1.2. Peak SIT
  - 5.1.3. Non-Peak Linehaul
  - 5.1.4. Non-Peak SIT
- 5.2. TSPs filing bids for International channels must file two (2) complete bid components. Both components must be accepted by the end of Rd2 in order for the bids to be considered a valid Single Factor Rate (SFR) for that Channel/COS:
  - 5.2.1. Peak SFR
  - 5.2.2. Non-Peak SFR
- 5.3. TSPs filing in both Domestic and International markets using the *Bulk Rate File* method must submit a *separate* Bulk Rate File for each market.

## 6. Using Workbench during Rd2:

- 6.1. TSPs will not be allowed to refile any rate component that was accepted in Rd1.
- 6.2. TSPs receiving a rate rejection on any rate component on a Channel/COS must refile the rejected component prior to Rd2 closure in order for the Channel/COS to be evaluated for acceptance.
  - 6.2.1. Domestic Example: If a TSP receives a Rd1 “Error Code 6” rate rejection for the *Peak Linehaul* bid “Domestic discount is lower than the acceptable low for this channel and code of service”, TSP cannot change the accepted *Non-Peak Linehaul*, *the Peak SIT*, or *the Non-Peak SIT* bid for the same Channel/COS in Rd2. However, the TSP must adjust the *Peak Linehaul* bid during Rd2 for this Channel/COS to be evaluated for acceptance.
  - 6.2.2. International Example: If a TSP receives a Rd1 “Error Code 16” rate rejection for the *Peak SFR* “International Single Factor Rate is higher than the acceptable high for this channel and code of service”, TSP cannot change the accepted *Non-Peak SFR* for the same Channel/COS in Rd2. However, the TSP must adjust the *Peak SFR* bid during Rd2 for this Channel/COS to be evaluated for acceptance.

## 7. TSP’s Responsibilities:

- 7.1. TSPs, or their representatives, are responsible for computing their own rates and must be familiar with the 2024 business rules: 400NG, 400NG Baseline Rates, International Tender, Tender of Service, and Claims and Liability Business Rules, which can be found at <https://www.ustranscom.mil/dp3/pdfs.cfm>.
- 7.2. The latest TSP Rate Filing User Guide can be found in the Rate Filing Workbench (when Rd1 opens) by clicking on the “Rates Workbench User Guide” link. The User Guide provides details on functionality.

- 7.3. TSPs are responsible for establishing quality controls and procedures to ensure they have the necessary operating authorities to file rates.
- 7.4. TSPs will not file rates on a Channel/COS where they do not have USTRANSCOM and/or state approval (reference 400NG, Item 8, Para 3 and International Tender, Item 200, Para 9).
- 7.5. TSPs must ensure all Bulk Rate files are upload successfully.
  - 7.5.1. When Bulk Rate Files are uploaded by a TSP/agent, the status for each upload will be shown in the “Bulk Rate File Status” section.
  - 7.5.2. Upon upload of a Bulk Rate File, TSP will receive an email notification stating the file was processed successfully with no rejections or the file was processed with rejections.
  - 7.5.3. **It is *imperative* the TSP monitor receipt of the email notification(s). If the TSP does not receive either of these messages, TSP must open a help desk ticket with the SRC, see #10 below.**

## 8. Channel Updates for 2024:

- 8.1. For a list of all channels, see the 2024 Channel Control Listings which will be posted on <https://www.ustranscom.mil/dp3/pdfs.cfm>.
- 8.2. New Domestic Special Solicitation Region:
  - 8.2.1. CONUS D/2 to/from Region 16 (Key West Florida (Monroe County/US4965500). See attachment for channels. **Update to the to/from channels. Added US4965500 to Regions 1 – 14.**
- 8.3. Removal of Standard INTL Channels:
  - 8.3.1. COS 7 CONUS to/from Japan-South (JA02) – Volume (3-yr avg): 1

## 9. By filing DP3 Rates under this solicitation, TSPs agree to the following statement:

- 9.1. For 2024, I understand the DoD will continue moving shipments utilizing DPS, Electronic Transportation Operational Personal Property Standard System (TOPS), and the Global Household Goods Contract (domestic only).

## 10. Report DPS technical issues (e.g., accessing DPS, uploading rate files, etc.) to the Systems Response Center (SRC):

- 10.1. Email: [usarmy.scott.sddc.mbx.g6-src-dps-hd@army.mil](mailto:usarmy.scott.sddc.mbx.g6-src-dps-hd@army.mil)
- 10.2. Telephone: Toll free (800) 462-2176; Commercial (618) 577-0969, Option 2
- 10.3. Internet: <https://src.servicenowservices.com/src>

## 11. Rate Filing questions e-mailed to: [transcom.scott.tcj9.mbx.pp-rates@mail.mil](mailto:transcom.scott.tcj9.mbx.pp-rates@mail.mil)

## 12. This message is approved for release by the Deputy Director, Defense Personal Property Management Office, TCJ9-D.