

## USTRANSCOM Personal Property Advisory #24-0048

**Date:** 27 February 2024

**From:** USTRANSCOM Defense Personal Property Management Office (DPMO), TCJ9, Scott AFB, IL62225

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

**Subject:** Publication of DP3 Inbound Course Manual

1. The DPMO staff is pleased to announce the publication of the *DP3 Inbound Course Manual*. This manual is an electronic soft copy of the previously published, Defense Personal Property System (DPS)/Tender of Service (TOS) program-based *DP3 Inbound Course 0D3A*. This course intends to familiarize or refresh Defense Personal Property Program personnel on a variety of general inbound personal property shipment topics. This course lays the foundation for follow-on courses and supports or supplements the on-the-job, formal, or informal training provided by organizations to their personal property professionals.
2. The DPMO staff created this manual to provide training for the small number of personnel who are unable to access milSuite as well as to serve as a reference copy for those who completed the online course. This manual is available at <https://www.milsuite.mil/book/docs/DOC-1308691>.
3. Supervisors will provide personnel a copy of the training manual and request a copy of the supervisor's version from the DPMO Training Management Team at [transcom.scott.tcj9.mbx.t-division@mail.mil](mailto:transcom.scott.tcj9.mbx.t-division@mail.mil). Supervisors must maintain positive control of the supervisor's version of the manual especially the Answer Key. The manual includes detailed instructions on administering training.
4. Any questions/concerns about this new feature or any DPMO training issues can be e-mailed to the DPMO Training Management Team at [transcom.scott.tcj9.mbx.t-division@mail.mil](mailto:transcom.scott.tcj9.mbx.t-division@mail.mil).
5. This message is approved for release by the Chief, DPMO Strategic Engagements.