

## **USTRANSCOM Personal Property Advisory #21-0030**

**Date:** 1 February 2021

**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), Personal Property Processing Offices (PPPOs), and Department of Defense (DoD) Approved Transportation Service Providers (TSPs)

**Subject:** Pickup Spread Dates, 2021 Defense Personal Property Program (DP3) Tender of Service (TOS) Business Rule

**1.** This advisory is to address the new 2021 Business Rule “Pickup Spread Dates.” The use of spread dates was introduced to provide DP3 customers greater control and certainty when scheduling personal property shipments. This rule is applied to household goods, unaccompanied baggage, and Non-Temporary Storage shipments with pick-ups scheduled on/after 15 May 2021.

**2.** If PPSOs have shipments in the Routing Queue waiting for the 2021 TDL to be published, the PPSOs/PPPOs are required to contact the customer (i.e., telephone or email), and explain how spread dates work, to include the TSP’s and customer’s responsibility in confirming a pickup date within the spread window and the procedures on how to change their requested pickup date in DPS that is used to calculate the spread dates.

### **3. PPPOs/PPSOs Counseling Customers:**

**3.1.** Inform the customer the required delivery date (RDD) on their DD Form 1299/1797 is only an **estimated date** and the actual RDD will be on the printed Bill of Lading (BL) generated in DPS and provided by the TSP at pack-out.

**3.1.1.** Customer will be counseled on how the pickup spread date process works.

**3.1.2.** For short fuse awards, a three (3) consecutive calendar pickup spread date is required.

**3.1.3.** For all other (standard and special solicitation (SS)) shipment awards, a seven (7) consecutive calendar pick spread date is required.

**3.1.4.** The customer and TSP may negotiate the pickup date; however, the pickup date **MUST** be within the spread date window.

**3.1.5.** Counselor will advise the customer, although the pickup date is inside the pickup spread date window, the pack date(s) will immediately come before the pickup and may be before the pickup spread date window. See example under paragraph 3.2. for details.

- 3.1.5.1. PPPOs/PPSOs will advise the customer if they have questions about the pickup date, they should contact the TSP.
- 3.1.5.2. PPSOs should ensure that customers are aware of both the PPPOs/PPSOs and the TSPs operation hours and days the offices are open.
- 3.1.5.3. DPS is currently programmed to schedule pack dates on weekdays; the PPSO advises the customer during their pre-move survey the TSP may adjust pack date(s) to directly before the pickup date, which may require packing services to work on the weekend. The customer has the option to accept or decline weekend pack dates and pickups.
- 3.1.6. If weekends or holidays are agreed upon by the customer, the PPPOs/PPSOs will advise the customer whether there will be a government representative available during weekend and holidays.
- 3.1.7. Multiple Shipments: If the customer elects to use the same spread dates **for multiple shipments**, the PPSO will advise the customer to ensure the correct TSP packs the correct shipment.

**Note:** This is not a new rule, PPPOs/PPSOs are reminded to advise the customer accordingly.

- 3.1.8. **Non Temp Storage Release (NTSR) and Direct Procured Method (DPM):** Spread dates do **NOT** apply to NTSR and DPM shipments.

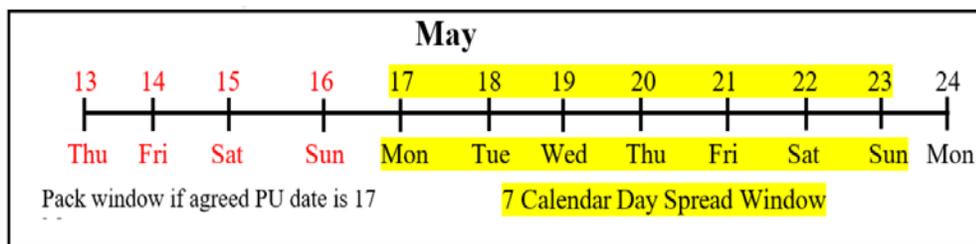
### **3.2. Entering Spread Dates In DPS:**

- 3.2.1. PPSOs/PPPOs will enter the 1<sup>st</sup> date in the “Requested Pickup Date” field. TSP and customer will have seven (7) consecutive calendar days for the standard shipments and three (3) consecutive calendar days for the short fuse shipments.

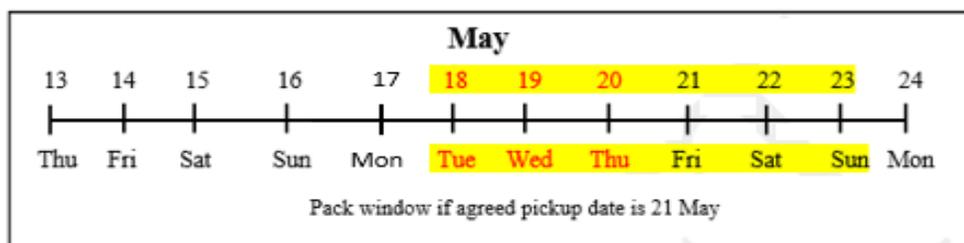
- 3.2.1.1. Example: HHG Standard Shipment 11,000 lbs - seven (7) calendar day spread dates – 1<sup>st</sup> day is 17 May (Monday), the last day will be 23 May (Sunday).

- 3.2.1.1.1. The pack dates may be outside (before) pickup spread dates if the pickup date is 17 or 18 May or inside the 7-day window depending on the agreement between the customer and TSP.

**Example 1:** Standard HHG shipment 11,000 lbs - the weight determines how many pack days are authorized. Based on the shipment weight, it is authorized 3 pack days. The agreed pickup date is 17 May, in order to meet the pickup date, the pack dates must come before pickup.



**Example 2:** Standard HHG shipment 11,000 lbs - the weight determines how many pack days are authorized. Based on the shipment weight, it is authorized 3 pack days. The agreed pickup date is 21 May, in order to meet the pickup date timeline, the pack dates must come before pickup.



### 3.3. TSPs Responsibilities:

- 3.3.1. For short fuse shipments, TSP will confirm the scheduled pickup date with the customer NLT one (1) calendar day from the date of shipment acceptance.
- 3.3.2. All other (standard and SS) shipments, confirm dates NLT three (3) calendar days from date of shipment acceptance.
- 3.3.3. Document the agreed pickup date and the customer's acceptance in DPS within three (3) GBDs or 24 hours prior to shipment pickup date whichever is sooner.
- 3.3.4. TSP should not print the BL no earlier than 2 GBDs prior to the 1<sup>st</sup> pack date.
- 3.3.5. Agreement by the TSP and customer for weekend or holiday service does not authorize additional labor.
- 3.3.6. **Blackouts:** TSPs are expected to use blackouts when they no longer have capacity. DPS does not recognize a blackout that starts and stops on the same day. DPS considers pack and pickup dates to determine a TSP's availability and will provide concurrent pickup and pack dates to the TSP based on the desired pickup date and the weight of a shipment.

3.4. The RDD is based on the approved transit times. Transit time starts the day after the pickup date. Any extensions to the RDD without the PPSO's approval is not authorized. The government-approved transit times are located on <https://move.mil/sme>.

4. Any questions/concerns for this advisory email to: [transcom.scott.tcj9.mbx.pp-ops@mail.mil](mailto:transcom.scott.tcj9.mbx.pp-ops@mail.mil).
5. This message is approved for release by the Deputy Director for Operations, Defense Personal Property Management Office, TCJ9-O.