

**USTRANSCOM Personal Property Advisory #21-0081A, Supersedes USTC PP Advisory #21-0081**

**Date:** 28 September 2021

**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 Use of Non-DoD Approved (NDA) Storage in Transit (SIT) Facilities for 2021 Defense Personal Property System (DPS) Domestic Household Goods (HHGs) Shipments

1. In an effort to enable access to additional capacity, Transportation Service Providers (TSPs) are temporarily authorized to use non-DOD approved SIT facilities.
2. Regardless of the Non-DoD SIT facility used, the TSP remains solely responsible for the shipment, any service failure, and business rules violation: 400NG, the Claims and Liability, and Tender of Service (TOS), and DTR, Part IV.
  - 2.1. TSP is NOT authorized to use a mini storage facility to store customer's HHGs.
  - 2.2. The landlord must acknowledge and state in the lease that holding shipments hostage is a violation of Federal Law; IAW USC Title 37, Section 453, which states in part, "No carrier, port agent, warehouseman, freight forwarder, or other person involved in the transportation of property may have a lien on, or hold, impound, or otherwise interfere with the movement of baggage and household goods being transported under this section. (*emphasis added*)."
3. This temporary authorization to use Non-DoD approved SIT facilities does not waive or alter the TSP's responsibilities to meet all other standing requirements and business rules.
4. TSP must meet the following minimum requirements:
  - 4.1. Warehouse Operational Layout Fire Plan (Posted in the warehouse)
  - 4.2. A fire protection system,
  - 4.3. Fire system maintenance and inspection plan
  - 4.4. Flood plain information (Outside 100-year plan)
  - 4.5. Burglar/Intrusion Alarm Service
  - 4.6. Pest Control Program
  - 4.7. **See attachment for layout**
5. PPSO's Responsibilities:

- 5.1. Manage shipments in accordance with the business rules (DTR, Part IV, Ch. 402, 400NG, and the TOS).
  - 5.2. Contact the customer, express to them the importance of taking delivery before possible conversion and explain once converted the government has no control over how much money the commercial warehouse will charge for the additional storage days until shipment is delivered.
  - 5.3. Advise the customer, if their shipment is converted, the additional storage days, must be paid in full to the warehouse before their shipment can be delivered.
  - 5.4. Conversion to Customer's Expense:
    - 5.4.1. PPSO will exhaust every means possible to contact the customer before converting shipment.
    - 5.4.2. PPSO must verify if the shipment is in a DoD or Non-DoD approved facility to determine how the shipment will be handled. The Non-DoD facility address will contain the letters "NDA" at the beginning of the address.
      - 5.4.2.1. Example: **NDA – Smith Moving and Storage**
- 6.** SIT first available delivery date (FADD) will not start prior to or on the warehouse effective date in DPS.
- 6.1. If the government is unable to update DPS SIT facility information in a timely manner, the PPSO will update the shipment SIT date in DPS to reflect the correct start date.
- 7.** TSP's Responsibilities:
- 7.1. Provide the Non-DoD facility information (i.e., Warehouse Name, address, contact information (phone number and email address) of warehouse owner/lesser, State, County, and zip code) to [transcom.scott.tcj9.mbx.pp-ops@mail.mil](mailto:transcom.scott.tcj9.mbx.pp-ops@mail.mil) NLT 3 GBDs prior to placing shipment in the Non-DoD facility, if the facility is not listed in DPS.
    - 7.1.1. TSP will not submit a request after 28 September 1600 CDT, to have a warehouse listed in DPS.
    - 7.1.2. A shipment must be placed in SIT NLT 30 September 21, in order for the TSP to seek payment for storage.
    - 7.1.3. Shipments placed in NDA facilities, TSPs have until 31 December to deliver shipments to the customer. Shipments will be monitored by PPSO.
    - 7.1.4. Effective 1 October, all NDA facilities will be placed in Non-Use. This will prevent TSPs from accidentally placing a shipment in those facilities.
    - 7.1.5. The government published storage rates in the 400NG Baseline Tables will be used to reimburse the TSP for storage, subject to SIT discount.
    - 7.1.6. Storage will not start on weekends or holidays.
    - 7.1.7. Conversion to Customer's Expense:

7.1.7.1. When notified by the PPSO, prior to a shipment being converted to customer's expense, TSP will deliver shipment to the nearest "DoD approved" facility to the customer's destination in block 18 on the Government Bill of Lading.

7.1.7.2. For shipments that were converted while in the Non-DoD facility:

7.1.7.2.1. If the warehouse location is outside of the local area of the customer's destination, any delivery out over 30 miles the TSP will refund the government the excess cost associated with delivery of shipment to destination.

**8.** Please report technical issues to the DPS Systems Response Center (SRC); via:

8.1. Email: [usarmy.scott.sddc.mbx.g6-src-dps-hd@mail.mil](mailto:usarmy.scott.sddc.mbx.g6-src-dps-hd@mail.mil);

8.2. Toll free: (800) 462-2176 or commercial (618) 589-9445, Option 2

8.3. Internet: <https://src.servicenowservices.com/src>

**9.** Any questions/concerns send to the Operations Team at [transcom.scott.tcj9.mbx.pp-ops@mail.mil](mailto:transcom.scott.tcj9.mbx.pp-ops@mail.mil)

**10.** This message was approved for release by the Deputy Director for Operations, Defense Personal Property Management Office, (TCJ9-O).