

**USTRANSCOM Personal Property Advisory #21-0081B, Supersedes USTC PP Advisory #21-0081A (dated 16 June & 28 September)**

**Date:** 1 October 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 **Personal Property** Transportation Service Providers (TSPs)

**Subject:** **Update Discontinue** Use of CONUS Non-DoD Approved (**NDA**) Storage in Transit (SIT) Facilities for 2021 Defense Personal Property System (DPS) Shipments

1. In an effort to enable access to additional capacity, TSPs are temporarily authorized to use CONUS **NDA** SIT facilities.
2. Effective immediately through **31 December**, TSPs may use CONUS **NDA** facilities listed in DPS. **This only applies to shipments that are currently located in the facilities.**
3. **Effective 1 October, all NDA facilities will be placed in Non-Use. This will prevent TSPs from placing additional DP3 shipments in the facilities.**
4. Regardless of the **NDA** 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.
  - 4.1. TSP is NOT authorized to use a mini storage facility to store customer's HHGs.
  - 4.2. 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*)."
5. This temporary authorization to use **NDA** SIT facilities does not waive or alter the TSP's responsibilities to meet all other standing requirements and business rules.
6. TSP must meet the following minimum requirements:
  - 6.1. Warehouse Operational Layout Fire Plan (Posted in the warehouse)
  - 6.2. A fire protection system,
  - 6.3. Fire system maintenance and inspection plan
  - 6.4. Flood plain information (Outside 100-year plan)

- 6.5. Burglar/Intrusion Alarm Service
  - 6.6. Pest Control Program
  - 6.7. See attachment for layout
7. PPSO's Responsibilities:
- 7.1. Manage shipments in accordance with the business rules (DTR, Part IV, Ch. 402, 400NG, and the TOS).
  - 7.2. Closely monitor shipments in the NDA facilities until delivered.
  - 7.3. Contact the customer, express the importance of taking delivery before possible conversion and explain once converted the government no longer have control over the price the commercial warehouse will charge for additional storage days until the shipment is delivered.
  - 7.4. Advise the customer, if their shipment is converted, the additional storage days must be paid in full to the SIT facility prior to delivery.
  - 7.5. Conversion to Customer's Expense:
    - 7.5.1. PPSO will exhaust every means possible to contact the customer before converting shipment.
    - 7.5.2. PPSO must verify if the shipment is in a DoD or NDA facility to determine how the shipment will be handled. The Non-DoD facility address will contain the letters "NDA" at the beginning of the Company Name.
      - 7.5.2.1. Example: NDA – Smith Moving and Storage
    - 7.5.3. If shipment is converted while in the NDA facility, PPSO will instruct the customer to contact their office to schedule a delivery.
8. SIT first available delivery date (FADD) will not start prior to or on the warehouse effective date in DPS.
- 8.1. 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.
9. TSP's Responsibilities:
- 9.1. Provide the NDA facility information (i.e., Warehouse Name, address, contact information (phone number and email address) of warehouse owner/leser, 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 NDA, if the facility is not listed in DPS.
    - 9.1.1. TSP will not submit a request after 28 September, NLT 1600 CDT, to have a warehouse listed in DPS.
    - 9.1.2. A shipment must be placed in SIT NLT 30 September, in order for the TSP to seek payment for storage.

9.1.3. TSPs have until 31 December to deliver shipments to the customers. Shipments will be monitored by PPSOs.

9.1.4. The government published storage rates in the 400NG Baseline Tables will be used to reimburse the TSP for storage, subject to SIT discount.

9.1.5. Storage will not start on weekends or holidays.

9.1.6. Conversion to Customer's Expense:

9.1.6.1. For shipments converted while in the NDA facility:

9.1.6.1.1. If the warehouse location is outside of the local area of the customer's destination (block 18), any delivery out over 30 miles the TSP will refund the government the excess cost associated with delivery of shipment to destination.

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

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

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

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

11. 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)

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