

USTRANSCOM Personal Property Advisory # 21-0018

Date: 15 Dec 2020

From: USTRANSCOM Defense Personal Property Management Office (TCJ9), Scott AFB, IL 62225

To: DoD Approved Personal Property Transportation Service Providers (TSPs)

Subject: Recalculation of Customer Satisfaction Survey (CSS) Scores for the 15 May to 31 July 2021 Performance Period (PP)

1. TSPs can review their individual CSS scores in DPS by clicking on the CSS tab. Enter the appropriate PP, click on search and CSS scores will be displayed.
2. In accordance with Table 403-6 of the DTR Part IV, Chapter 403, the data pull timeframe for survey scores for this period is 1 January – 31 December 2020 and effective for the 15 May 2021 PP. The window to submit CSS appeals will run through 2359, CST on 11 January 2021 and appeals received after this date will not be considered.
3. TSPs should continuously identify shipments eligible for appeals in advance of the appeals window and only appeal what is identified in the Defense Personal Property System (DPS) CSS tab. TSPs should review DTR Part IV Chapter 403 on what constitutes a valid CSS appeal.
4. TSPs that are not statistically valid will receive supplemental survey scores equivalent to the mean (average) value of the market (calculated each PP) as needed to achieve statistical validity. The mean scores for 15 May to 31 July 2021 PP will be sent in a separate advisory once December's upload is completed.
5. TSPs submitting appeals should do so for all Standard Carrier Alpha Codes (SCACs) represented in a single email message. All appeals **MUST** be sent from an individual who is on that TSP's Electronic Tender of Service Signature Sheet (ETOSSS). Appeals must be submitted in Microsoft Excel workbook or a similar spreadsheet program, and include the following columns and data.

TSP POC	TSP Email	TSP Company	SCAC	GBL #	COS	Appeal Type (CSS or NTS)	CSS Appeal Reason
Jane Doe	xoxo@xo.com	XO Move & STG	XOXO	XXXX0000000	D/2/4/J	CSS / Dates / NTS / Conversion	Dates / NTS / etc

Reminder: TSPs who compare their surveyed and delivered shipments in DPS with what is shown in DPS under CSS will note most surveys eligible for appeal have already been removed. TSPs should only appeal what is identified in DPS under CSS. For example, if CSS shows a CSS score for a NTS shipment, then appeal to have it removed; however, if DPS shows a CSS score for a NTS shipment and that survey does not show in DPS under CSS, then there is no appeal needed as the CSS score has already been removed. NTS appeals should only be submitted for those shipments with the primary pickup address as NTS/NTSR and not as an extra pickup. Shipments appealed for "Date" reasons should only be submitted when the CSS is submitted more than 12 months from delivery date or more than 24 months from the pickup date.

CSS appeals for “Conversion to Member’s Expense” reason only apply when the delivery date exceeds conversion date. Appeals for reasons related to dates or conversion to member’s expense should indicate “Date” or “Conversion” on the subject as the reason for the appeal.

6. Submit appeal requests to the email address: transcom.scott.tcj9.mbx.pp-css@mail.mil.

For prompt processing, include the words “NTS/CSS/Date/Conversion Appeal” in the email subject line. TSPs should use email delivery and/or read receipt when emailing the appeal. USTRANSCOM will use all facts to verify if the appeal meets the deadline date. TSPs must have evidence that the e-mail was sent and received during the appeal window.

7. It is recommended contacting 618-220-6965 or 618-772-8178, if an email verifying receipt of your appeal is not received within two (2) business days.

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