

USTRANSCOM Personal Property Advisory #21-0030B, Supersedes USTC Advisory #21-0030A

Date: 25 March 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: **Update** 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 certainty when scheduling personal property shipments. This rule is applied to household goods, and unaccompanied baggage with pickup dates on/after 15 May 2021. Spread-dates do not apply to NTS, NTSR, OTO, DPM, and Short-Fuse shipments.

2. PPPOs/PPSOs Counseling Customers:

2.1. Customer will be counseled on how the pickup spread-date process works.

2.2. For all standard and special solicitation (SS) shipment awards, **seven (7)** consecutive calendar spread-date is required.

2.2.1. The customer and TSP may negotiate the pickup date; however, the TSP must accommodate a pickup date within the spread-date window. Once established, pickup dates cannot change without the customer’s approval. Counseling Offices will advise customers, of their responsibility to be available during the 7-day spread window except for weekends or holidays.

Note: TSP will not receive an administrative allocation or punitive action if the customer is not available for pick up during the 7-day window.

2.2.2. Counseling Offices 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. TSPs may offer services on a weekend. The customer has the option to accept or decline weekend or holiday pack-days.

- 2.2.3. If weekends or holidays are agreed upon by customer, the Counseling Offices will advise the customer whether or not there will be a government representative available during weekend and holidays.
- 2.2.4. Counseling Offices should advise the customer DPS will generate an email to let them know when their shipment has been accepted by a TSP. The TSP will contact the customer within three calendar days to confirm scheduled pick up date within the spread date window. This confirmation will be in writing to the customer.
- 2.2.5. Counseling Offices will document the members DPS record with the following statement in the DD 1299 remarks section, “Customer has been advised of the spread date requirements”.
- 2.2.6. Multiple Shipments: If the customer elects to use the same spread-dates **for multiple shipments**, the PPPO/PPSO will advise the customer to ensure the correct TSP packs the correct shipment and to not overlap shipment pickup or pack dates which could result in excess cost to the customer.

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

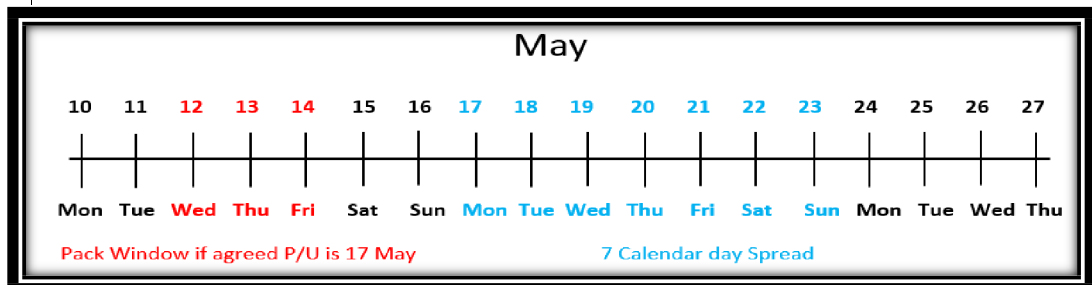
2.3. Entering Spread Dates in DPS:

2.3.1. PPPOs/PPSOs will enter the 1st date of the spread date in the “Requested Pickup Date” field. TSP and customer will have seven (7) consecutive calendar days beginning with the 1st date of the spread for standard shipments.

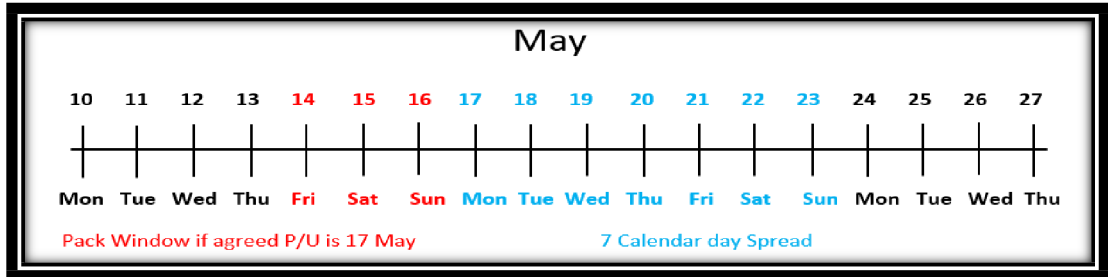
231.1. Example: HHG Standard Shipment 11,000 lbs. - seven (7) consecutive calendar spread-date – 1st day is 17 May (Monday), the last day will be 23 May (Sunday).

231.1.1. Pack-dates may be outside (before) pickup spread dates as dictated by the agreed upon pickup date with consideration to the customer’s estimated shipment weight.

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 customer and PPSO agreed with the TSP's request to support the move on the weekend. Pickup date is 17 May, in order to meet the pickup-date timeline, the pack-dates must come before pickup.



2.4. TSPs Responsibilities:

- 2.4.1. Standard and SS shipments, TSP will confirm scheduled pickup dates NLT three calendar days from date of shipment acceptance.
 - 2.4.2. Document the agreed pickup date and the customer's acceptance in DPS within three (3) GBDs of acceptance and provide confirmation in writing to the customer.
 - 2.4.3. TSP should not print the BL earlier than 2 GBDs prior to the 1st pack date.
 - 2.4.4. Shipments will not be scheduled by the TSP for pickup or delivery on Saturdays, Sundays, and holidays unless there is a mutual agreement between the customer, PPSO, and the TSP.
 - 2.4.5. Agreement by the TSP and customer for weekend or holiday service **does not authorize extra labor and overtime.**
3. Any questions/concerns for this advisory email to: transcom.scott.tcj9.mbx.pp-ops@mail.mil.
 4. This message is approved for release by the Deputy Director for Operations, Defense Personal Property Management Office, TCJ9-O.