

USTRANSCOM Personal Property Advisory #21-0045

Date: 16 March 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: Third Party Declaration Requirements

- 1.** TSPs will accurately disclose third party representatives in the Defense Personal Property System (DPS) approval no later than **15 May 2021** IAW the TSPs Qualifications Procedures, dated 7 Oct 2020, para. 2.12.1.1. and 2021 DP3 Tender of Service (TOS) Para. B.18.b. Failure to comply with this requirement may result in a non-use action by DPMO. Any system error must be identified prior to 15 May 2021 and notification must be sent to DPMO.
- 2.** TSPs will identify Chief Executive Officer (CEO), Chief Financial Officer (CFO), single President, Vice President, Trusted Agent, Claims Manager, Operations Manager, and Move Management Company (servicing all or part of the SCAC, if applicable). Trusted Agents serve as the single point of contact for the TEAMS Administrator in the processing of account requests. Trusted Agent is an individual within the TSP's company who has the confidence of the President and other TSP officers and who can easily be contacted by the TEAMS Administrator. Move Management Companies are those that provide customer service or shipment management support. Move Management Companies are only permitted in the domestic program.
- 3.** Third Party Declaration must be done in the Electronic Tender of Service Signature Sheet (ETOSSS) under the Qualifications Forms Module (see attached quick reference guide). TSP's President/CEO must certify under penalty of perjury that all information in the ETOSSS is true and correct. TSP agrees to provide service as set forth in the TOS, Domestic 400NG and/or International Tender. The ETOSSS contains important operational information which includes:
 - a. CEO
 - b. CFO
 - c. President
 - d. Vice President
 - e. Trusted Agent
 - f. Claims Manager
 - g. Operations Manager
 - h. Move Management Company (if applicable)

Note: Accurate contact and pertinent information is critical and must be maintained in order for DPMO to approve ETOSSS updates. TSPs must ensure the ETOSSS is in "Under Review" status in order for it to be approved.

- 4.** Report DPS technical issues to the Systems Response Center (SRC) at:

- a. Email: usarmy.scott.sddc.mbx.g6-src-dps-hd@mail.mil.
- b. Telephone: Toll free (800) 462-2176; Commercial (618) 589-9445, Option 2.
- c. Internet: <https://src.service-now.com/src>.

5. For questions/concerns regarding this advisory please contact the Operations & Quality Team at transcom.scott.tcj9.mbx.pp-perf@mail.mil.

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