

CHAPTER 404

DIRECT PROCUREMENT METHOD (DPM)

A. PURPOSE AND SCOPE

This chapter provides guidance for the preparation and shipment by the DPM method and provides instructions for the preparation and marking of DPM shipments and procurement of DPM services. This chapter applies to all DPM household goods (HHGs) and unaccompanied baggage (UB) shipments when transportation services are acquired on the bill of lading (BL) or other shipping document.

B. DPM SERVICES

When the DPM is used, the line-haul transportation service is provided by approved freight Transportation Service Providers (TSPs) participating in the Military Surface Deployment and Distribution Command's (SDDC) Freight Carrier Registration Program in accordance with the SDDC Military Freight Traffic Rules Unified Publication-1 (MFTURP-1) at <https://www.sddc.army.mil/pubs/Shared%20Documents/Military%20Freight%20Traffic%20United%20Rules%20Publication.pdf>. Required materials and services for the preparation, storage, and movement of DPM shipments are acquired by Federal Acquisition Regulations (FAR) base/installation level contracts. See [Paragraph G](#) for contracting procedures.

C. ROUTING BY THE PERSONAL PROPERTY SHIPPING OFFICE (PPSO)

The PPSO determines the mode of transportation and the origin freight TSP for the line-haul movement of DPM shipments. DPM shipments are subject to the MFTURP-1. As stated in the MFTURP-1, DPM shipments of crated HHGs must move under the commodity code 100251. Commodity code 999913 is for the transportation of Freight All Kind (FAK) and should not be used for the movement of crated HHG. PPSOs and retrograde storage shippers must ensure that only Department of Defense (DoD) approved freight tenders that include the DoD unique commodity code 100251 are selected, and that the unique commodity code 100251 is identified in the description of Shipment/Articles section of the Government Bill of Lading (GBL) when awarding DPM shipments to freight TSPs. The PPSO must acquire the best value freight TSP on file in the Global Freight Management (GFM) System. To acquire the best value freight TSP, the PPSO performs the Rate Quotation function in GFM for each DPM shipment and selects the best value TSP in succession from list of TSPs derived from the Rate Quotation. The PPSO enters the best value freight tender in the web-enabled Transportation Operational Personal Property System (eTOPS) and awards the DPM line-haul shipment to the best value freight TSP on the tender. PPSOs can submit a new application request for access to GFM and the Rate Quotation tutorial through the Transportation Enhance Access Management Services at: <https://eta-teams.transport.mil/teams/home>.

D. USE OF DPM AIR MODE FOR INTERNATIONAL HOUSEHOLD GOODS

Prior to moving DPM shipments overseas, a Transportation Officer (TO) must have Service approval in accordance with (IAW) Department of Defense (DoD) component publications.

E. VALUATION OF SHIPMENTS

The provision of full replacement value (FRV) to all DoD customers provides for the replacement, repair, or payment for the non-depreciated value of lost or damaged items in DPM shipments. The FRV liability limits for DPM shipments are found in Attachment G6.

F. CONTAINERS

Authorized containers, including overflow and oversize containers, must be constructed as specified in the technical provisions of the Performance Work Statement for Packing, Containerization, and Local Drayage of Direct Procurement Method Personal Property Shipments (Appendix G). The policy on the use of overflow and oversize containers is also set forth in this regulation.

G. PROCEDURES

1. DPM Contracts. Packing and containerization services must be acquired by contract. The contracting format in Appendix G is mandatory. The Performance Work Statement (PWS) or the technical provisions for Packing, Containerization, and Local Drayage of DPM Personal Property Shipments (Appendix G) and the Bid Schedules or items to be ordered must be used for developing requirements in acquiring packing and containerization services. The contractual clauses used in the solicitation, award, and administration of the contract are contained in the FAR and the Defense Federal Acquisition Regulation Supplement (DFARS). Annual estimates need to be annotated on the Bid Schedules and a copy of Appendix G provided to the contracting office for their coordination and preparation of the solicitation package.
 - a. Inspection of shipments must be performed by using DD Form 2773, Report of Contractor Services, [Figure 404-1](#). Unsatisfactory services must be indicated by citing specific paragraph or areas in the PWS and annotating this on DD Form 2772, Contract Discrepancy Report (CDR), [Figure 404-2](#). When completed, the Contract Discrepancy Report must be forwarded to the contracting office for action. The Contracting Officer (CO) or Contracting Officer's Representative (COR) must take action (set-off deduction, cure letter), against the contractor IAW FAR Clause 52.246-4, Inspection of Services-Fixed-Price.
 - b. Problems encountered in executing the PWS contract must be resolved by the COR, with the assistance of the CO.
 - c. The PPSO will base contractual requirements on past experience and estimated future needs. The PPSO must establish areas of performance for contracting purposes. Both population density and traffic volume must be considered in the establishment of areas of performance.
2. PWS Contract Administration. The TO is responsible for the routing and release of shipments and for arranging delivery to the line-haul TSP. Delivery to the line-haul TSP can be by common TSP pickup at the contractor's facility or by local drayage by the contractor to the TSP's terminal. The TO must ensure the contractor meets all requirements of the PWS and is also responsible for maintaining accurate DPM contract data in the Transportation Operational Personal Property Standard System (TOPS). If the contractor fails to comply with the terms of the PWS, the PPSO must document deficiencies and follow procedures outlined in [Paragraph G.1.a.](#), above.
3. Weight Data for DPM UB Shipments. The TO/PPSO must receive the actual pieces, weight, and cube prior to printing the BL. The contractor must provide the required information to the TO/PPSO within three working days after pickup.
4. Consignment.
 - a. DPM shipments must be consigned IAW the Personal Property Consignment Instruction Guide (PPCIG).
 - b. When the Continental United States (CONUS) destination is not known for a shipment from overseas, the shipment must be consigned to the designated storage facilities as contained in the PPCIG in the CONUS. The statement "Hold for Storage in Transit" or "Hold for Non-Temporary Storage" must be stenciled on each container after the consignment data. In such cases, the customer at the time application for shipment is made must provide the origin

PPSO with a leave or contact address in the space provided on the DD Form 1299, Application for Shipment and/or Storage of Personal Property, [Figure 404-3](#). The origin PPSO must forward this information to the responsible storage facility identified at designated ports. The origin PPSO must instruct the customer to furnish disposition instructions to the designated storage facilities, either directly or through the most convenient PPSO, upon determination of the final destination.

- c. Shipments moving by military or commercial air must not be consigned for placement in a “hold” status, except when Air Mobility Command Transportation Priority 4 (TP-4) tariff rates apply or when air is the only available shipping method between the origin overseas area and the CONUS. In those cases, the DPM must be used to make delivery to the nearest designated storage facilities. For shipments arriving at East/West Coast ports, refer to the CONUS PPCIG for the responsible facility.

5. Documentation for DPM Shipments Entering the Defense Transportation System (DTS).

- a. If documentation for DPM shipments is unavailable through the DTS, the PPSO must assign a Transportation Control Number (TCN) to each DPM personal property shipment entering the DTS. The TCN must be developed IAW this regulation, Part II, Cargo Movement, and annotated on the BL, freight warrant, or other transportation acquisition document. When a shipment requires more than one transportation acquisition document, the same TCN must be annotated on each document. The PPSO must use the date of pickup from the customer as the Julian date in the construction of the TCN.
- b. The BL for UB shipments must be prepared after the TO/PPSO has received and input the actual weight and cube from the contractor into DTS. The TO/PPSO then provides the BL to the contractor to give to the TSP upon pickup of the shipment from the contractor facility or provides the BL directly to the TSP picking up the shipment.
- c. The Transportation Control and Movement Document (TCMD) must be prepared for all DPM personal property shipments entering the DTS.
- d. After the TCMD is assembled, the shipper must offer the shipment for clearance before making the shipment. A clearance is required for all DPM personal property shipments entering the DTS. The shipper clears a DPM shipment by sending Advance Transportation Control and Movement Document (ATCMD) data to the clearance authority.
- e. DPM personal property shipments are considered cleared if the clearance authority has not challenged it by the hours/day entered in the ATCMD shipped field.
- f. One copy of the BL or other transportation acquisition document, annotated with the TCN, and a properly completed manual TCMD, together with other required documents, must be placed in a waterproof pouch on the number one container of the shipment. One copy of the inventory and one copy of the packing list must be placed in an envelope inside the number one container, in an easily accessible position. For shipments released from non-temporary storage, the exception sheet must also be included. Specific detail on the preparation and usage of TCMDs, TCNs, data elements, prime documents, and trailer cards are contained in this regulation, Part II, Cargo Movement.
- g. For those shipments entering the DTS at DoD-controlled aerial and water ports, a two-dimensional and linear bar-coded Military Shipping Label, prepared IAW Appendix G, Paragraph A.7.f.(5) must be prepared and affixed to each shipment piece.
- h. The origin PPSO must mail one copy each of the DD Form 1299, customer’s orders, transportation document, and BL to the destination PPSO, who has final delivery responsibility.

REPORT OF CONTRACTOR SERVICES				
SECTION I				
1. INSPECTING ACTIVITY	2. CONTRACTOR NAME	3. CONTRACT NUMBER	4. ORDER NUMBER	
5. SHIPMENT INSPECTED <i>(X as applicable)</i>			6a. DATE (YYYYMMDD)	b. TIME
<input type="checkbox"/> RESIDENCE	<input type="checkbox"/> CONTRACTOR'S FACILITY	<input type="checkbox"/> OTHER		
7a. PROPERTY OWNER NAME <i>(Last, First, Middle Initial)</i>		8. PICKUP/DELIVERY ADDRESS <i>(Street, Apartment Number, City, State, ZIP Code)</i>		
b. RANK/GRADE	c. SSN			
INSTRUCTIONS: Information in Section I above is obtained from DD Form 1299. Section II will be completed during the inspection of services. Place an "A" in the box when the service is acceptable or a "U" when the service is unacceptable. When the service is not required, place an "NA" in the box. The appropriate contract paragraph number must be placed in the column marked "REFERENCE" when the service is unacceptable.				
SECTION II				
9. SERVICE		10. REFERENCE	11. SCHEDULES	
			I	II
a. Did the carrier perform a premove survey, if required?				
b. Did the contractor weigh the shipment in accordance with prescribed procedures?				
c. Was PBP&E properly weighed?				
d. Did the contractor reweigh in accordance with prescribed procedures?				
e. Was shipment picked up within agreed times on the agreed date?				
f. Was shipment delivered within agreed times on the agreed date?				
g. Do packing materials meet specifications?				
h. Were proper packing methods used?				
i. Was inventory properly prepared?				
j. Were appliances properly serviced as required?				
k. Were appliances properly unserviced as required?				
l. Were proper materials used to service appliances?				
m. Were articles properly containerized?				
n. Were articles properly loaded in the van?				
o. Were containers properly marked?				
p. Were containers properly remarked, when required?				
q. Were proper storage services provided?				
r. Were unloading services performed and were articles placed so they were readily accessible to the member?				
s. Were unpacking services performed?				
t. Was debris removed from residence?				
u. Was loss and damage recorded on a DD Form 1840 at the time of delivery?				
v. Were weight tickets, GBL, and packing lists properly completed?				
w. Were documents returned to the ITO within the required time frame?				
12. REMARKS				
13. NAME OF CONTRACTOR NOTIFIED OF DISCREPANCIES <i>(Last, First, Middle Initial)</i>		14. SIGNATURE OF CONTRACTOR NOTIFIED OF DISCREPANCIES		
15. NAME OF INSPECTING OFFICIAL <i>(Last, First, Middle Initial)</i>	16. SIGNATURE OF INSPECTING OFFICIAL		17. DATE (YYYYMMDD)	

DD FORM 2773, SEP 1998 (EG)

REPLACES MT FORM 360-R (TEST), WHICH IS OBSOLETE.

WHS/DIOR, Oct 98

Figure 404-1. DD Form 2773, Report of Contractor Services

CONTRACT DISCREPANCY REPORT				
1. CONTRACT NUMBER		2. REPORT NUMBER FOR THIS DISCREPANCY		
3. TO <i>(Contractor and Manager's Name)</i>		4. FROM <i>(Name of QAE)</i>		
5. DATES <i>(YYYYMMDD)</i>				
a. PREPARED		b. RETURNED BY CONTRACTOR		c. ACTION COMPLETE
6. DISCREPANCY OR PROBLEM <i>(Describe in detail. Include reference to PWS Directive; attach continuation sheet if necessary.)</i>				
7. SIGNATURE OF CONTRACTING OFFICER				
8a. TO <i>(Contracting Officer)</i>		b. FROM <i>(Contractor)</i>		
9. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. <i>(Cite applicable Q.C. program procedures or new Q.C. procedures. Attach continuation sheet(s) if necessary.)</i>				
10. SIGNATURE OF CONTRACTOR REPRESENTATIVE				b. DATE <i>(YYYYMMDD)</i>
11. GOVERNMENT EVALUATION <i>(Acceptance, partial acceptance, reflection. Attach continuation sheet(s) if necessary)</i>				
12. GOVERNMENT ACTIONS <i>(Reduced payment, cure notice, show cause, other)</i>				
13. CLOSE OUT				
	NAME (1)	TITLE (2)	SIGNATURE (3)	DATE <i>(YYYYMMDD)</i> (4)
a. CONTRACTOR NOTIFIED				
b. QAE				
c. ACO				

DD FORM 2772, SEP 1998 (EG)

REPLACES MT FORM 352-R, WHICH IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR, Sep 98

Figure 404-2. DD Form 2772, Contract Discrepancy Report

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY (Read Privacy Act Statement on back before completing form.)		1. DATE PREPARED (DDMMYYYY)		2. SHIPMENT NUMBER	
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office)			
		a. NAME			
5. DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)			
a. NAME					
b. TELEPHONE NUMBERS (Include Area Code)		c. TELEPHONE NUMBERS (Include Area Code)			
6. CUSTOMER INFORMATION					
a. NAME (Last, First, Middle Initial)		b. DOD ID		c. RANK/GRADE	
d. AGENCY		e. EMAIL ADDRESS PRIMARY (Work)		f. EMAIL ADDRESS ALTERNATE (Personal)	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ ITEMS AND/OR POUNDS OF PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) (Enter quantity estimate)					
a. AUTHORIZED WEIGHT		b. ESTIMATED WEIGHT		c. ESTIMATED MEMBER PBP&E	
				d. ESTIMATED MIL SPOUSE PBP&E	
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS:					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY					
d. DATE OF ORDERS (DDMMYYYY)		e. ORDERS NUMBER			
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION			
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)			
b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)		b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)			
c. AGENT DESIGNATED TO RELEASE PROPERTY/TELEPHONE NUMBER		c. AGENT DESIGNATED TO RECEIVE PROPERTY/TELEPHONE NUMBER			
11. EXTRA PICKUP INFORMATION (If applicable)		12. EXTRA DELIVERY INFORMATION (If applicable)			
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)			
b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)		b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)			
c. AGENT DESIGNATED TO RELEASE PROPERTY/TELEPHONE NUMBER		c. AGENT DESIGNATED TO RECEIVE PROPERTY/TELEPHONE NUMBER			
13. INTRANSIT INFORMATION/PERMANENT MAILING ADDRESS		b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)			
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)					
		c. EMAIL ADDRESS (Other than Primary or Alternate)			
14. DESIRED DATES FOR (DDMMYYYY)					
a. EARLIEST PICKUP		b. LATEST PICKUP		c. DESIRED PICKUP	
				d. EST SHPT ARRIVAL	
15. DIRECT DELIVERY REQUESTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO					
16. REMARKS					
17. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS					
I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.					
a. SIGNATURE OF CUSTOMER				b. DATE SIGNED (DDMMYYYY)	
18. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Personal property is baggage, household goods, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE				b. CERTIFIED BY (Signature)	
				c. TITLE	

DD FORM 1299, MAR 2022

PREVIOUS EDITION MAY BE USED.

Reset

Figure 404-3. DD Form 1299, Application for Shipment and/or Storage of Personal Property

PRIVACY ACT STATEMENT	
<p>AUTHORITY: 37 USC 406 and 5 USC 5726.</p> <p>PRINCIPAL PURPOSE(S): For evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the customer in case goods to be shipped exceed Government entitlement limits.</p> <p>ROUTINE USE(S): DD Form 1299 may be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents as the official shipping and storage order.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and impede storage arrangements.</p>	
CERTIFICATION OF SHIPMENT RESPONSIBILITIES	
<p>In consideration of said household goods or mobile home being shipped at Government expense, I hereby agree that:</p> <ol style="list-style-type: none"> 1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders. 2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination. 3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment. 	<ol style="list-style-type: none"> 4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation. 5. I understand the entitlements for transportation of my mobile home and/or shipment of household goods/unaccompanied baggage are provided for in Chapter 5 of JTR. 6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period. I also understand the timeline for all my responsibilities for filing a claim on those goods begins when Government responsibility expires. 7. Professional books, papers and equipment are or were necessary in the performance of official duties Member/Spouse if applicable.
CONDITION FOR STORAGE	
<p>In consideration of said household goods being stored at Government expense, I hereby agree as follows:</p> <ol style="list-style-type: none"> 1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement. 2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect. 3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract. 4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage. 5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the household 	<p>goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.</p> <ol style="list-style-type: none"> 6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense. 7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized. 8. All new Government contracts for the storage of household goods limits the liability of \$6.00 times the net weight of the lot is mandatory at each NTS Facility location. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

DD FORM 1299 (BACK), MAR 2022

Figure 404-4. DD Form 1299, Application for Shipment and/or Storage of Personal Property (Back) (Cont'd)