

## ATTACHMENT V.E.1

### NON-TEMPORARY STORAGE (NTS) CUSTOMER SATISFACTION SURVEY (CSS)

#### A. INTRODUCTION

Phase III of the Department of Defense (DoD) Defense Personal Property Program (DP3) incorporates the CSS into the Transportation Service Provider's (TSP) Best Value Score (BVS). The CSS provides the DoD with direct feedback about the personal property move experience. The CSS results will be used to rank a TSP's quality level, which will affect their traffic distribution (shipment allocation). Industry is required to provide Government customers with service levels that equal or exceed the quality levels provided to their commercial accounts.

#### B. CSS BACKGROUND

The CSS is a critical element of input from the customer in rating the TSP's performance. For NTS shipments, the CSS score accounts for 25 percent of their BVS.

##### 1. Survey Objectives:

- a. Obtain customer input on NTS TSP performance.
- b. Use the most economical method of obtaining customer input to lessen the budget impact on the Services while maintaining statistically valid results.

**NOTE:** In the first year of the DP3 NTS market, only the rates score and warehouse inspection score will be used to establish the TSP's BVS. CSS and Claims data will be gathered for use after the first year.

##### 2. Survey Methods:

- a. An online survey is the primary method in which customers provide feedback on their shipments. Customers will be counseled at origin on the importance of completing a customer survey for each shipment. Customers will be counseled on various locations where computers can be used to complete the online survey in the event they do not have ready access to a computer (e.g., base library, local Personal Property Processing Office (PPPO)/Personal Property Shipping Office (PPSO), cell phone with web access). Counselors will urge each customer to complete the survey for service provided within 7 calendar days. Customers are provided secure access to complete a survey on each shipment.
- b. The Defense Personal Property System (DPS) identifies each NTS shipment that is handled-in to storage. As a result, the DPS sends a NTS handling-in survey to the customer to rate the TSP's performance in packing and picking up the shipment going into NTS. Upon handling-out for delivery of the NTS shipment, the DPS identifies the shipment and sends a NTS handling-out survey to the customer to rate the TSP's performance in delivering and unpacking.
- c. The DPS allows the TSP, the PPSO, and the customer to identify that a shipment has been delivered locally. Once the shipment is identified as delivered in the DPS, the survey notification is sent to the customer, including an encrypted link to the survey. Customers must obtain a login and password to the DPS through Electronic Transportation Acquisition (ETA) in order to access the survey.

- d. The survey contains validation messages to ensure customers:
    - (1) Have reviewed their responses.
    - (2) Understand the TSP's survey score (based on their responses).
    - (3) Understand that they will not be able to change their survey responses once the survey is submitted.
  - e. The secondary method used to encourage customer survey completion is an electronic mail (e-mail) reminder. A customer who has a shipment identified as "delivered" in the DPS and has not completed a survey within 7 calendar days, will be e-mailed a reminder. The DPS will forward the encrypted link to the survey to the customer's e-mail addresses obtained by the PPSO during counseling at origin, and the most recent e-mail address provided by the customer, while in transit, and upon arrival at destination. The e-mail will contain a link which will take them directly to their online survey. The customer will be reminded of the importance of completing the survey. The DPS will automatically indicate the shipment on which the survey is to be completed by identifying shipment unique indicators. These indicators include the shipment origin/destination, date of pack/pickup/delivery, TSP name, weight, and type of shipment. Additional e-mail reminders will be sent on the 14th and 21st calendar days after shipment delivery if the customer has not completed the online survey.
  - f. The final method that will be used to obtain customer feedback is a telephonic survey. The telephonic surveys will be conducted when a statistically valid sample has not been achieved via the internet or by e-mail. The DPS will be programmed to ensure each TSP has a statistically valid sample of surveys by shipment category. For every TSP that does not have a valid sample of surveys in a shipment category 30 days prior to the end of the performance period, the DPS will generate a list of customers that have not completed the survey with the exception of Bluebark shipments to be contacted via telephone to complete the survey.
3. Survey Parameters:
- a. Surveys will be completed for every delivery made to include partial deliveries. This will help to ensure fairness based on actual deliveries.
  - b. Surveys will be used to calculate performance scores on shipments that were picked up and locally delivered out within the preceding 12 months.
  - c. The DPS will not send surveys for Bluebark shipments.
4. Statistical Validity and Scoring of Surveys:
- a. A statistically valid number of surveys are required to determine each TSP's Performance Score (PS) based on [Table V.E.1-1](#). All surveys completed via the internet, e-mail, or telephone will be used by the DPS in computing each TSP's PS.
  - b. At the end of each performance period, the DPS will calculate a new PS for each TSP based on each of the survey categories using the previous 12 months of survey data. The DPS will calculate the total number of shipments handled in/out (including partials) by each NTS TSP. The DPS will also calculate the number of surveys completed based on data in the DPS at the end of each performance period.
  - c. The DPS determines if a valid number of surveys were achieved under [Table V.E.1-1](#), which outlines the minimum number of surveys needed to achieve statistically valid results based on the number of shipments handled in/out. When the DPS determines the minimum number of surveys required to calculate a PS, it will use the "Required Number of Surveys" number indicated in [Table V.E.1-1](#), or 10 percent of the total "Number of Shipments handled-in/out" for the past 12 months, whichever is greater. If a statistically valid number is achieved, the

- DPS calculates a new PS based on the past 12 months of data. If a statistically valid number is not obtained, the DPS provides a PS in accordance with the rules outlined in [Paragraph B.4.a.](#)
- d. The [Table V.E.1-1](#) lists the minimum number of surveys required for the “Number of Shipments Picked-Up/Delivered” using a 90 percent Confidence Level, with a 5 percent Expected Error Rate, and 4 percent Precision. This table was developed using software available from the United States Army Audit Agency.
  - e. [Lack of Statistically Valid Survey Results:](#)
    - (1) [TSP Stored NTS Lots.](#) CSS data will be included in the BVS calculations after 1 year of Phase III NTS implementation. If a TSP stored NTS lots during the first year of Phase II NTS but does not have a statistically valid number of surveys completed, the Customer Satisfaction Survey Score (CSSS) will be calculated by assigning a neutral score to those surveys that were not returned taking into account the scores from the returned surveys. If a TSP does not have statistical validity at the beginning of the third year after initial Phase III NTS implementation and at performance periods following the previous PS, a supplemental survey score based on the mean of the market will be provided. To calculate the neutral score, all returned surveys for the Area of Responsibility (AOR)/zone that the TSP participates in are used to calculate an average survey score. This methodology allows the survey data collected to be used without penalizing a TSP for surveys not returned. [Figure V.E.1-1](#) provides an example of the CSSS calculation for a TSP that does not reach statistical validity:
    - (2) The column entitled “NTS TSP” shows a TSP’s shipments made in a performance period, and the resulting survey scores that it received on each shipment. At the bottom of this column are the points this TSP would be awarded if it received a CSSS based upon these figures. However, this TSP did not receive enough surveys to be statistically valid (refer to the Phase III CSS Business Rules) and needed five more completed surveys. Therefore, it would be necessary to calculate the neutral score. The next column, entitled “AOR Total” displays the total surveys at each point value for a given AOR in a given performance period (only those scores that were returned are displayed). The third row from the bottom in this column shows the average points that each returned survey has earned in this AOR overall for this performance period. This score is the value that will be considered the “administrative survey score.” The last column, entitled “NTS TSP w/Admin Score” shows the same example TSP receiving the neutral score five of the surveys that were not returned in order to receive a statistically valid number of surveys. In this example, the neutral score has only slightly changed the NTS TSPs CSSS (it dropped one tenth of a point). This methodology allows all data collected for a TSP to be taken into account and the TSPs will still be differentiated based upon the surveys returned even if they are not statistically valid.
  - f. [TSP Did Not Move Shipments.](#) If the TSP did not receive a completed survey within the first 2 years of the Phase III NTS program, the TSP will be given the neutral CSSS score as their CSS.
  - g. [New Entrant TSPs.](#) If a new entrant did not receive a survey within their first year in the program, the TSP will be issued a supplemental survey score based on the mean of the market for the first performance period of their second year in the program. For more information refer to Attachment V.H, Domestic Small Shipment (dS2) & Non-Temporary Storage (NTS) Transportation Service Provider (TSP) Ranking.

5. Customer Satisfaction Surveys:

a. The CSS provides the DoD with direct feedback about the customer’s personal property move. Following are the different types of surveys for specific Phase III type shipments.

(1) NTS Handling-In CSS: A member with a NTS shipment will receive the following question survey upon placement of the shipment into storage:

Customer Satisfaction Survey Response Weighting	Percent of Total Score
How would you rate your overall satisfaction with the moving company’s timeliness, courtesy, professionalism, and responsiveness for the Non-Temporary/Long Term Storage portion of your move from first contact through pick up, and any follow up? (E = 100, G = 75, S = 50, P =25, U = 0)	100 percent
Total	100 percent

(2) NTS Shipment Delivery CSS (Local Delivery): A customer will receive the following question survey upon the delivery of the NTS shipment into residence:

Customer Satisfaction Survey Response Weighting	Percent of Total Score
How would you rate your overall satisfaction with the services provided by the storage company, such as timeliness, courtesy, professionalism, attitude of delivery crew and responsiveness? (E = 100, G = 75, S = 50, P =25, U = 0)	100 percent
Total	100 percent

(3) NTS Shipment Delivery CSS (Line Haul TSP): A customer will receive the following question survey upon the delivery of a NTS shipment moving via a line haul TSP:

Customer Satisfaction Survey Response Weighting	Percent of Total Score
How would you rate your overall satisfaction with the services provided by the delivering company, such as timeliness, courtesy, professionalism, attitude of delivery crew and responsiveness? (E = 100, G = 75, S = 50, P =25, U = 0)	100 percent
Total	100 percent

6. Survey Data Visibility and Retention:

a. The DPS provides TSPs with secure access to view their survey data including their raw PSs. TSPs are not be able to see information, including scores on other TSPs, nor will they be able to see information on customers who have/have not completed surveys. The DPS provides the Services and PPSOs with secure access to view survey data. This access is limited to applicable surveys and data elements.

b. Survey data is collected and maintained in the DPS for at least 36 months. The DPS provides the TSPs access to limited survey data for their delivered shipments in order to identify areas of weakness or superior service. The TSPs can use this data to improve their business processes.

c. Customers may provide additional comments on their survey to the PPSOs, the TSP and/or the United States Transportation Command (USTRANSCOM) Survey Administrator. Customers have two options as explained below:

- (1) [Option 1](#): The customer authorizes the TSP, PPSO, and/or USTRANSCOM to contact them regarding their comments. The recipient receives the customer's comments via e-mail. Additionally, the PPSOs and the TSPs receive the Bill of Lading (BL) or Service Order number, e-mail addresses and phone numbers on file.
  - (2) [Option 2](#): The customer does not authorize the TSP, the PPSO, and/or USTRANSCOM to contact them regarding their comments. The recipient receives the customer's comments via e-mail. Additionally, the PPSO receives the Customer's name, BL and/or Service Order number. The TSP only receives the BL number. The DPS notifies the PPSOs and the TSPs that they cannot contact the customer regarding their comments.
7. [PPPO/PPSO Instructions](#):
- a. [Outbound Counselor \(Origin\) Instructions](#):
    - (1) During the counseling session with the customer(s), use the script below to explain the purpose of the customer survey and impress upon the customer the importance of completing the survey within 7 days of delivery.

*“The United States Transportation Command, USTRANSCOM, is responsible for approving and monitoring the performance of Transportation Service Providers in the DoD Personal Property Program with the assistance of the Services. In our combined efforts to provide better customer service, we are asking you to evaluate the customer service provided to you during your personal property move through a customer satisfaction survey. The results of your survey will affect how the government distributes traffic to the Transportation Service Provider used in your personal property move.*

*If your e-mail address changes during your move, you may update it in the DPS or call our office so that we may update it in our system.*
    - (2) It is critical that you complete your survey within 7 calendar days of the pickup/delivery of your shipment. A survey needs to be completed for each personal property shipment. If your personal property move includes one or more household goods shipments and an unaccompanied baggage shipment, you will need to complete a survey for each. The survey internet address is printed in the remarks section of your DD Form 1299, [Application for Shipment and/or Storage of Personal Property, Figure V.E.1-2](#). After counseling, you may obtain a login and password to the DPS in order to access your customer survey after your shipment has been delivered. You may access the survey in the DPS via the internet. If you do not have a computer with internet access (e.g., work, home, base library computers), you should inquire with the destination PPSO for a location where you may use a computer that has internet access.”
    - (3) Customers should collect and input the following contact information in the DPS counseling module:
      - (a) Origin Contact Data: Phone and e-mail
      - (b) Intransit Contact Data: Phone and e-mail
      - (c) Destination Contact Data: Phone and e-mail
  - b. [Updating a Customer's E-mail Address before Delivery](#):
    - (1) If the customer's intransit e-mail address or phone number has changed, the customer will update the information in the Intransit Contact Data area of the screen. If the customer's destination e-mail address or phone number has changed, the customer will

update the information in the Destination Contact Data area of the screen. Customers may provide a commercial e-mail account (e.g., America Online).

- (2) Customers can also call the PPSO/PPSO to make the Intransit Contact Data and the Destination Contact Data updates if they are not able to perform the updates themselves.

c. Inbound PPSO (Destination) Instructions:

- (1) When customers arrive at their new duty station and contact the destination PPSO (inbound) to schedule delivery of their shipment, the Inbound Counselor will update the following customer’s contact information in the DPS:

- (a) Member e-mail Address
- (b) Member Contact Phone Number

- (2) It is also very important for the Inbound Counselor to remind the customer to complete the survey once the shipment has been delivered.

	NTS TSP		AOR Total		NTS TSP w/Admin Scores	
	Shipments	Survey Score	Score (total raw points)	Number of Surveys Receiving Score	Shipments	Survey Score
	Cust 1	60	100 (200)	2	Cust 1	60
	Cust 2	75	95 (95)	1	Cust 2	75
	Cust 3	70	90 (180)	2	Cust 3	80
	Cust 4	75	85 (510)	6	Cust 4	75
	Cust 5	70	80 (560)	7	Cust 5	70
	Cust 6	X	75 (450)	6	Cust 6	67.20
	Cust 7	X	70 (280)	4	Cust 7	67.20
	Cust 8	X	60 (300)	5	Cust 8	67.20
	Cust 9	X	35 (105)	3	Cust 9	67.20
	Cust 10	X	25 (75)	3	Cust 10	67.20
	Cust 11	X	0 (0)	5	Cust 11	X
<b>Survey Totals</b>	5/11	350	2755	41	10/11	696
<b>Raw Performance Score</b>	=350/5		=2755/41		=696/10	
	=70 pts		=67.20 pts		=69.60 pts	
<b>Weighted Performance Score</b>	=70*0.25		=67.20*0.25		=69.60*0.25	
	=17.5		=16.80		=17.4	

**Figure V.E.1-1. Example of a CSSS Calculation of a Single Statistically Non-Valid NTS TSP**

<b>APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY</b> <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD)	2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office) a. NAME	
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)	
6. MEMBER OR EMPLOYEE INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SSN	d. AGENCY
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:			
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate)			
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable)	(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons)	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)			
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT
(5) TYPE EXPANDO (Describe)			
c. MOBILE HOME SERVICES REQUESTED (X as applicable)			
<input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION			
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:			
a. TYPE ORDERS (X one) <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		b. ISSUED BY	c. NEW DUTY ASSIGNMENT
d. DATE OF ORDERS (YYYYMMDD)	e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code)
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code)			
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>	
b. TELEPHONE NUMBER (Include Area Code)		b. AGENT DESIGNATED TO RECEIVE PROPERTY	
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)		12. SCHEDULED DATE FOR (YYYYMMDD)	
		a. PACK	b. PICKUP
		c. DELIVERY	
13. REMARKS			
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")			
a. FROM	b. TO	c. NET POUNDS (Actual or estimated)	d. POUNDS OF PBP&E (Actual or estimated)
15. 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 MEMBER/EMPLOYEE	b. DATE SIGNED	c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)			
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, 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, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure V.E.1-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property

<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 37 USC 406, 5 USC 5726; and E.O. 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> Primarily used 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 member in case goods to be shipped exceed Government entitlement limits.</p> <p><b>ROUTINE USE(S):</b> DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.</p>	
<b>CERTIFICATION OF SHIPMENT RESPONSIBILITIES</b>	
<p>In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li></ol>	<ol style="list-style-type: none"><li>4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.</li><li>5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.</li><li>6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.</li><li>7. Professional books, papers and equipment are or were necessary in the performance of official duties.</li></ol>
<b>CONDITION FOR STORAGE</b>	
<p>In consideration of said household goods being stored at Government expense, I hereby agree as follows:</p> <ol style="list-style-type: none"><li>1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.</li><li>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.</li><li>3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.</li><li>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.</li><li>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</li></ol>	<p>household 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"><li>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.</li><li>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.</li><li>8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.</li></ol>

DD FORM 1299 (BACK), SEP 1998

Figure V.E.1-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property, (Back) (Cont'd)

**Table V.E.1-1. Minimum Survey Requirements**

Number of Shipments Picked Up/Delivered	Required Number of Surveys	Number of Shipments Picked-Up/Delivered	Required Number of Surveys	Number of Shipments Picked/Up Delivered	Required Number of Surveys
1	1	37-38	26	133-139	51
2	2	39-40	27	140-147	52
3	3	41-42	28	148-155	53
4	4	43-45	29	156-165	54
5	5	46-47	30	166-175	55
6	6	48-50	31	176-184	56
7	7	51-53	32	185-196	57
8	8	54-56	33	197-208	58
9-10	9	57-58	34	209-222	59
11	10	59-62	35	223-237	60
12	11	63-65	36	238-253	61
13-14	12	66-68	37	254-271	62
15	13	69-72	38	272-292	63
16	14	73-75	39	293-314	64
17-18	15	76-79	40	315-340	65
19	16	80-83	41	341-370	66
20-21	17	84-88	42	371-403	67
22-23	18	89-92	43	404-443	68
24	19	93-97	44	444-489	69
25-26	20	98-102	45	490-544	70
27-28	21	103-107	46	545-611	71
29-30	22	108-113	47	612-694	72
31-32	23	114-119	48	695-734	73
33-34	24	120-125	49	> 735	10 percent of shipments
35-36	25	126-132	50		

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