ATTACHMENT V.J.2

DIRECT PROCUREMENT METHOD (DPM) SHIPMENT MANAGEMENT

A. INTRODUCTION

1. The Department of Defense (DoD) Personal Property Program (DP3) incorporates shipment management processes in the Defense Personal Property System (DPS). Customers, Personal Property Shipping Offices (PPSO), Personal Property Processing Offices (PPPO), contractors, and other responsible parties have access to DPS to manage personal property shipments.

2. DPS automates, streamlines, and coordinates virtually every aspect of processing personal property shipments. DPS allows users to perform follow-up checks more effectively, enables users to prepare notifications to customers and contractors quickly and efficiently, and simplifies organizing, summarizing, reviewing, and transmitting reports to management.

3. DPS expands Shipment Planning, Distribution, and Management to support DTR Part IV, Appendix G, for Outbound (Schedule I), Inbound (Schedule II), Local Move (LM) (Schedule III), Outside Continental United States (OCONUS) locations only, and Deployment Storage (DS) (Schedule IV). Detailed procedures for shipment award, acceptance, shipment delivery, and storage (if applicable) are provided in this document.

4. DPM contractors and PPSOs are required to perform functions in DPS. Paragraph B is for DPM shipments moving between Continental United States (CONUS) locations and requires the contractor to perform functions in DPS. Paragraph C is for DPM shipments moving to, from, and between OCONUS locations and requires the responsible OCONUS PPSO to perform all the functions in DPS.

5. DPS provides for the accountability, usage, issuance, preparation, and distribution of all documentation generated. DPS ensures forms are completed prior to allowing users to print. DPS generates the following DPM shipment documentation:

   a. DD Form 1299  APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY
   b. DD Form 1797  PERSONAL PROPERTY COUNSELING CHECKLIST
   c. DD Form 1384  TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT
   d. DD Form 2772  CONTRACT DISCREPANCY REPORT
   e. DD Form 2773  REPORT OF CONTRACTOR SERVICES
   f. DD Form 1131  CASH COLLECTION VOUCHER
   g. DD Form 139   PAY ADJUSTMENT AUTHORIZATION
   h. SF 1203       GOVERNMENT BILL OF LADING
   i. SF 1200       GOVERNMENT BILL OF LADING CORRECTION NOTICE
   j. DD Form 1857  TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE
   k. 2DMSL        TWO-DIMENSIONAL MILITARY SHIPPING LABEL

6. DPS tracks weekend/holidays at each Government Bill of Lading Office Code (GBLOC) worldwide as holidays and weekends impact pack/pickup dates. DPS allows the PPSO to enter
and/or modify the holiday schedule for their area of responsibility (AOR) and override the default scheduling rules to allow a pack/pickup on holidays or weekends.

B. DPM TSP RANKING

1. **SCHEDULE I, OUTBOUND**

DPM shipments are awarded after the completion of counseling and the PPPO’s review and validation of shipment information in DPS. Upon approval, the shipment record transfers to the route queue in DPS. DPS will verify that both origin and destination DPM contractors are available prior to making DPM available as a mode/code of service (COS) for selection by the PPSO. If DPM contractors are available at both origin and destination, DPS will provide the PPSO the capability to select DPM as the mode/COS to allow for the shipment offer to be accepted and awarded by the DPM contractor.

a. **Shipment Offer/Refuse**

Upon PPSO selection of DPM as the type of shipment, DPS will offer the shipment to the Schedule I contractor for the origin AOR/zone based on the pickup address by sending a notification to the contractor’s DPS work queue. If the Schedule I contractor has reached its maximum daily capacity or requested services are scheduled to commence within 1 full workday, they may refuse to accept the shipment offer. In this case, DPS will return the shipment to the route queue and allow the PPSO to re-select DPM COS and offer the shipment to an alternate Schedule I contractor (if available). If there are no alternate contractors available, the PPSO may contact the customer to discuss alternate dates, or route and award the shipment by selecting a different COS.

b. **Shipment Award**

Upon acceptance of a shipment award in DPS by the contractor, DPS will provide the PPSO with a list from the Global Freight Management (GFM) system and allow the PPSO to select a Transportation Service Provider (TSP) to move the shipment to destination. The PPSO will have the option to award the shipment to the low-cost TSP or an alternate TSP due to mission requirements or the TSP’s past performance. TSPs moving personal property shipments in the DPM Program will be listed from low to high cost and are not subject to the DP3 Best Value Scoring (BVS) traffic distribution methodology. DPS will send an e-mail confirmation to the customer with the Schedule I contractor’s contact information. DPS will also send an e-mail confirmation informing the Schedule II contractor of the inbound shipment, unless destined to a DoD aerial or water port.

c. **Updating Shipment Information**

The PPSO is required to make changes to the shipment record.

(1) If the customer requests a date change the PPSO will make the necessary changes in DPS, which will notify the contractor by sending a notification to the contractor’s DPS work queue. The contractor will have 2 hours to accept or refuse the new date change. If the Schedule I contractor has reached its maximum daily capacity or the new requested services are scheduled to commence within 1 full workday, they may refuse to accept the shipment offer.

(2) If the contractor is available for the new requested date change, the PPSO will update DPS with the new date(s), generating and sending an updated Confirmation Order to the Schedule I contractor.

(3) If the Schedule I contractor is not available on the new dates, DPS will return the shipment to the route queue and allow the PPSO to re-select DPM COS, and offer the
shipment to an alternate Schedule I contractor (if available). If there are no alternate contractors available, the PPSO will contact the customer to discuss alternate dates, or route and award the shipment by selecting a different COS.

d. **Confirmation Order**

(1) DPS generates a Confirmation Order number and sends an Order Confirmation Notice via e-mail to the contractor at the time the Schedule I shipment is accepted. The Confirmation Order number includes the origin Bill of Lading Office Code (BLOC) + the 2-digit Fiscal Year, + Standard Carrier Alpha Code (SCAC) + O + 5-digit sequences; e.g., KKFA16SCACO003464. The contractor can print the Order Confirmation Notice for the DPM Program and Related Services, upon acceptance of the shipment offer. See **Figure V.J.2-1**.

(2) The contractor can query on the Schedule I Confirmation Order number, contract number, and/or Government Bill of Lading (GBL) number. PPSOs can update the pickup date, weights, and customer pickup address in DPS generating and sending an updated Confirmation Order to the Schedule I contractor.

e. **Pre-Move Survey**

In accordance with (IAW) DTR Part IV, Appendix G, Performance Work Statement, the contractor will determine the nature of the personal property offered for shipment either by physical inspection or telephone survey with the customer. The survey will be conducted at a time and date mutually agreed upon between the contractor and customer. Any pack/pickup date changes and/or pre-approval requests for accessorial services will be entered into DPS prior to the first pack date or within 3 workdays of pre-move survey, whichever is sooner.

f. **Weighing**

Within 3 workdays of shipment pickup, the Schedule I contractor must complete weighing and marking of the sealed container(s), and update DPS with the following information:

(1) Enter the number and kind of containers (Ex: 1 foot locker [F/L] or 2 containers [CTNS]).

(2) Enter the aggregate weight and cube of the total number of each different type of container.

(3) Enter the gross, tare, and net weight. When applicable, the Pro-Gear weight will also be entered in DPS to print on the GBL (e.g., SF 1203).

(4) When the weights are entered in DPS, DPS will then allow the Schedule I contractor to print the GBL. With the printed GBL, the Schedule I contractor will make pickup arrangements directly with the TSP for onward movement to destination.

g. **Shipment In-Transit**

Upon shipment pickup by the TSP, the Schedule I contractor will update DPS with the actual pickup date and the TSP’s shipment reference number within 1 workday. Upon this entry, DPS will send the Schedule II contractor a notification via e-mail that the DPM shipment is in route to destination, **Figure V.J.2-2**. When shipments are not picked up by the TSP by close of business of the next workday, the contractor will notify the PPSO of the TSP’s failure to pick up the shipment not later than 9 a.m. of the next workday. Refer to the DTR Part IV, Appendix V, Attachment V.Q.2, DPM Quality Assurance, Paragraph D.7.
h. Invoicing

Upon completion of Schedule I services, the Schedule I contractor will upload copies of the driver signed GBL, inventory, weight tickets, and any other associated shipment documentation to support payment in DPS not later than the close of business the next workday after the day the shipment is picked up. Once all documentation is uploaded, shipment pickup by the TSP, entry of shipment data into DPS, the contractor will be able to invoice for services performed IAW DTR Part IV, Appendix A.

2. SCHEDULE II, INBOUND

When a shipment arrives at the Schedule II contractor’s location, the contractor will perform the following actions:

a. Arrive Shipment:

The contractor will arrive the shipment into DPS. The contractor must contact the customer within 1 workday and arrange delivery within 5 workdays if the customer is available to accept delivery. DPS sends a notification to the PPSO queue advising of the shipment arrival and any subsequent scheduled delivery.

b. Confirmation Order:

(1) When the contractor arrives the shipment into DPS, DPS will generate a Confirmation Order number and Order Confirmation Notice. The Confirmation Order number will include the destination BLOC + the 2-digit Fiscal Year + SCAC + I + 5-digit sequence; e.g., KKFA16SCACI03746. DPS will send the arrival Order Confirmation Notice to the contractor work queue and an e-mail notification to the customer. The customer’s confirmation notice will include the contractor’s information (i.e., name, address, and telephone number). See Figure V.J.2-3.

(2) The contractor can query DPS on the DPM Schedule II Confirmation Order number, contract number, and/or GBL number. PPSOs can update an existing Confirmation Order pickup date, weights, and customer pickup address in DPS.

c. Weighing

For inbound personal property, the contractor will bill on the origin net weights obtained from the GBL or other movement documents and need not submit a weight certificate, unless a reweigh is ordered. When a reweigh is ordered, the contractor will bill on the reweigh weight.

(1) The contractor will perform reweigh services when ordered. The reweigh will normally be requested at the time the delivery order is placed and will be performed IAW instructions set forth in DTR Part IV, Appendix G, Paragraph A.2.a.

(2) When so advised by the PPSO, a designated representative of the PPSO or the customer will be permitted to accompany, in a separate conveyance from the contractor to witness the reweigh. This would be at no extra charge and the contractor would not provide the separate conveyance.

(3) When a reweigh is ordered, the contractor will furnish the PPSO weight tickets within 7 workdays of completion of the service. When the weighing of a shipment at origin is witnessed by the PPSO, the back of the weight tickets will be annotated with a statement “weight observed” and verified by the signature of the PPSO.
d. **Shipment Delivery:**

If the customer has requested a delivery, the contractor will affect delivery as requested. If the customer has not previously provided a delivery address for the shipment, the customer may enter the information directly into the DPS as soon as it is known. This updates the customer’s information and provides the contractor and PPSO accurate information to ensure the shipment can be delivered to residence, preventing unnecessary storage. The contractor will enter the scheduled delivery date into the DPS as soon as possible but not later than (NLT) the close of business on the day prior to the scheduled delivery date. The contractor has 3 workdays to enter the actual delivery date in DPS after delivery has been completed; if there are no changes, DPS will update the Actual Delivery date, replacing the Scheduled Delivery date.

e. **Storage:**

1. If the shipment arrives and the customer is not ready to accept delivery within 5 workdays, the contractor will store the shipment in their DoD-approved facility. See Section F, Storage, below, for instructions on placing shipments into storage.

2. When the customer is ready to accept delivery out of storage, the customer may request a delivery from storage by accessing DPS and entering their delivery address and requested delivery date or contact the Schedule II contractor directly to request delivery. The customer can also contact the PPSO to request delivery and the PPSO must annotate the customer’s delivery address and requested delivery date in DPS. DPS will send the delivery request to the contractor work queue and the contractor must confirm the delivery date in DPS within 1 workday. DPS will send the scheduled delivery confirmation notice to the customer and PPSO work queue. If the customer telephonically contacts the contractor to request delivery, the contractor will update DPS with the schedule delivery date and delivery address within 2 workdays or NLT close of business the day prior to the scheduled delivery, whichever occurs first. When the contractor cannot release a shipment from storage or deliver a shipment on the date requested by the customer or PPSO, the storage charges will cease on the requested delivery date instead of the actual date of delivery. The contractor has 3 workdays to enter the actual delivery date if it differs from the scheduled delivery date. If there are no changes, DPS will update the Actual Delivery date NLT 1 workday prior to delivery.

f. **Invoice:**

After the contractor has completed delivery, the actual delivery date has been updated, and the Loss/Damage AT Delivery document has been uploaded into DPS, the contractor can invoice for the services performed IAW DTR Part IV, Appendix A.

3. **SCHEDULE III, LOCAL MOVE (LM)**

LM shipments are offered and awarded following the completion of counseling in DPS. The PPPO reviews and verifies the customer’s information in DPS. Upon approval, the shipment record transfers to the route queue in DPS. The LM shipment offer/award process is outlined below:

a. **Shipment Offer/Refuse**

Upon PPSO selection of DPM as the type of shipment, DPS will offer the shipment to the Schedule III contractor for the origin AOR/zone based on the pickup and delivery address. DPS will offer the DPM shipment to the Schedule III contractor by sending a notification to the contractors DPS work queue. If the DPM Schedule III contractor has reached their maximum daily capacity or requested services are scheduled to commence within 1 full
workday, they may refuse to accept the shipment offer. In this case, DPS will place the shipment back into the route queue and allow the PPSO to offer the shipment to alternate Schedule III contractors if available. In the event there are no alternate contractors available, the PPSO may contact the customer to discuss alternate dates, or may elect to route and award by selecting a different available COS.

b. **Shipment Award**

Upon acceptance of the shipment award in DPS by the contractor, DPS will send an e-mail confirmation to the customer with the Schedule III contractors contact information; (i.e., name, address, telephone number, Confirmation Order number).

c. **Confirmation Order**

(1) DPS generates a Confirmation Order number at the time the LM shipment is awarded. The Confirmation Order number includes the origin GBLOC + 2-digit Fiscal Year + SCAC + L + 5-digit sequences (e.g., KKFA16SCACL01234). The contractor can print the Confirmation Order Notice, which will contain all applicable information relative to the shipment (e.g., estimated weight, pack/pickup dates, etc.). See Figure V.J.2-5.

(2) The contractor can query DPS on the DPM Schedule III Confirmation Order number, contract number. PPSOs can update an existing Confirmation Order pickup date, weights, and customer pickup address in DPS.

d. **Pre-Move Survey**

IAW Part IV, Appendix G, the contractor will determine the nature of the personal property offered for shipment either by physical inspection or telephone survey with the customer. The survey will be conducted at a time and date mutually agreed upon between the contractor and customer. Any pack/pickup date changes and/or pre-approval requests for accessorial services will normally be entered into DPS prior to the first pack date or within 3 workdays of pre-move survey, whichever is sooner.

e. **Pack, Pickup, and Delivery**

The contractor will pack, pick up, and deliver LMs on the requested and/or agreed-upon dates.

f. **Invoice**

When the contractor has packed, picked up, and delivered the LM shipment, the contractor must update DPS with actual weights, date of delivery, and upload required inventory and weight tickets within 4 working days. Upon submission of required documentation, contractor can invoice for the services performed IAW DTR Part IV, Appendix A.
C. DPM SHIPMENTS OCONUS

1. SCHEDULE I, OUTBOUND

DPM shipments are awarded following the completion of counseling and the PPPO review and validation of the customer's information in DPS. Upon approval, the shipment record transfers to the Shipment Management queue in DPS. DPS will verify that both origin and destination DPM contractors are available prior to making DPM available as a mode/COS for selection by the PPSO. If DPM contractors are available at both origin and destination, DPS will provide the PPSO the capability to select DPM as the mode/COS to allow for the offer/award process outlined below:

a. Shipment Offer/Refuse

Upon PPSO selection of DPM as the type of shipment, the PPSO will select the Schedule I contractor for the origin AOR/zone based on the pickup address. The PPSO will contact the Schedule I contractor to offer the shipment. If the DPM Schedule I contractor has reached their maximum daily capacity or requested services are scheduled to commence within 1 full workday, they may refuse to accept the shipment offer. In this case, DPS will return the shipment to the route queue and allow the PPSO to re-select DPM COS and offer the shipment to an alternate Schedule I contractor (if available). In the event there are no alternate contractors available, the PPSO may contact the customer to discuss alternate dates, or may elect to route and award by selecting a different available COS.

b. Shipment Award

Upon acceptance of the shipment award in DPS by the PPSO, DPS will provide the PPSO with a list from the GFM system and allow the PPSO to select a TSP to move the shipment to destination. DPS will send an e-mail confirmation to the customer with the Schedule I contractors contact information. DPS will also send an e-mail confirmation informing the Schedule II contractor of the incoming shipment unless destined to a DoD aerial or water port.

c. Confirmation Order

DPS generates a Confirmation Order number and makes it available to print. The Confirmation Order number includes the origin BLOC + the 2-digit Fiscal Year, + SCAC + O + 5-digit sequences; e.g., KKFA16CAGE#O03464. See Figure V.J.2-1 for an example of the Order Confirmation Notice. The PPSO can query DPS on the Schedule I Confirmation Order number and contract number. PPSOs can update an existing Confirmation Order pickup date, weights, and customer pickup address in DPS.

d. Pre-Move Survey

IAW DTR Part IV, Appendix G, the contractor will determine the nature of the personal property offered for shipment either by physical inspection or telephone survey with the customer. The survey will be conducted at a time and date mutually agreed upon between the contractor and customer. Any pack/pickup date changes and/or pre-approval requests for accessorrial services will be forwarded to the PPSO to enter in DPS prior to the first pack date or within 3 workdays of pre-move survey, whichever is sooner.
e. **Weighing**

Within 3 workdays, after shipment pickup, the Schedule I contractor must complete weighing and marking of the sealed container(s), and forward to the PPSO who will update DPS with the following information:

1. Enter the number and kind of containers (Ex: 1 F/L or 2 CTNS).
2. Enter the aggregate weight and cube of the total number of each different type of container.
3. Enter the gross, tare, and net weight. When applicable, the pro gear weight will also be entered in DPS to print on the GBL (e.g., SF 1203)
4. When the actual weights are entered in DPS, DPS will then allow the PPSO to print the GBL. With the printed GBL, the PPSO will make pickup arrangements directly with the TSP for onward movement to destination.

f. **Shipments Entering DTS**

For shipments entering the DTS, DPS will generate the 2DMSL and Transportation Control and Movement Document (TCMD) and send advance shipment notification to the Financial and Air Clearance Transportation System (FACTS). The PPSO will print the 2DMSL and four copies of the TCMD and provide to the contractor. The contractor will place a copy of the 2DMSL on each shipping container; one copy of the TCMD, DD Form 1299, the Inventory, and the orders in a waterproof pouch on the number one container of the shipment; and a copy of the orders and inventory in an envelope inside the number one container. For shipments moving within the DTS, the PPSO must instruct the contractor to provide the three remaining copies of the TCMD to the aerial/surface port upon delivery.

1. The PPSO will notify the Schedule I contractor if/when shipment is cleared for transport to the port. Within 1 workday, the schedule I contractor will notify the origin PPSO that the shipment has been delivered to the port. The PPSO will enter the shipment arrival date to the port in DPS.
2. The PPSO will upload copies of the inventory, weight tickets, TCMD, and any other associated shipment documentation to support payment in DPS not later than 3 workdays after the shipment is picked up/delivered. This update will generate a DPS e-mail notification to the Schedule II contractor that the DPM shipment is in route to destination, see **Figure V.J.2-2**.

**g. Invoicing**

Upon completion of Schedule I services, entry of shipment data, and required upload of documents into DPS, the contractor can invoice for the services performed IAW DTR Part IV, Appendix A.

2. **SCHEDULE II, INBOUND**

When a shipment arrives at the destination Schedule II contractor warehouse, the contractor will notify the OCONUS PPSO within 1 workday that the shipment is in their possession. The PPSO will perform the following actions:

a. **Arrive Shipment**

The PPSO will arrive the shipment into DPS. The PPSO must contact the customer within 1 workday and arrange delivery within 5 workdays if the customer is available to accept delivery.
b. **Confirmation Order:**

(1) When the PPSO arrives the shipment into DPS, DPS will generate a Confirmation Order number and Order Confirmation Notice. The Confirmation Order number will include the destination BLOC + the 2-digit Fiscal Year + SCAC + I + 5-digit sequence, e.g., KKFA16SCACI03746. In addition, DPS will also send an arrival Order Confirmation Notice via e-mail to the Schedule II contractor and the customer. See Figure V.J.2-3.

(2) The PPSO can query DPS on the DPM Schedule II Confirmation Order number and contract number. PPSOs can update an existing Confirmation Order pickup date, weights, and customer pickup address in DPS.

c. **Shipment Delivery:**

The PPSO will request the contractor to affect delivery based on the customer’s request. If the customer has not previously provided a delivery address for the shipment, the customer may enter the information directly into the DPS as soon as it is known. This updates the customer’s information and provides the PPSO accurate information to ensure the shipment can be delivered to residence, preventing unnecessary storage. In all cases, except when a delivery is scheduled and executed on the same workday, the PPSO will enter the scheduled delivery date into DPS as soon as possible but NLT the close of business on the day prior to the scheduled delivery date. The PPSO has 3 workdays to enter the actual delivery date if it differs from the scheduled delivery date; if there are no changes, DPS will update the Actual Delivery date, replacing the Scheduled Delivery date.

d. **Delivery Confirmation Notice:**

After the PPSO requests the contractor to affect delivery based on the customer’s request and DPS has been updated with the delivery information, DPS will generate a Delivery Confirmation Notice using the Confirmation Order number generated when the shipment was arrived in DPS. In addition, DPS will send the Delivery Confirmation notice via e-mail to the contractor and customer, also one to the PPSO’s work queue. See Figure V.J.2-4.

e. **Storage:**

(1) If the shipment arrives and the customer is not ready to accept delivery within 5 workdays, the contractor will store shipment in their DoD-approved facility. See Section F, Storage, below, for instructions on placing shipments into storage.

(2) When the customer is ready to accept delivery out of storage, the customer may request a delivery from storage by accessing DPS and entering their delivery address and requested delivery date. The customer can also contact the PPSO to request delivery and the PPSO must annotate the customer’s delivery address and requested delivery date in the DPS. The PPSO will contact the Schedule II contractor to arrange delivery. The Schedule II contractor must confirm the delivery date with the PPSO within 1 workday. DPS will send the scheduled delivery confirmation notice to the customer and PPSO work queue. If the customer telephonically contacts the contractor to request delivery, the contractor will notify the PPSO who will update DPS with the schedule delivery date and delivery address within 2 workdays, or by close of business the day prior to the scheduled delivery, whichever occurs first. When the Schedule II contractor cannot release a shipment from storage or deliver a shipment on the date requested by the PPSO, the storage charges will cease on the requested delivery date instead of the actual date of release. The Schedule II contractor has 3 workdays to contact the PPSO to enter the actual delivery date if it differs from the scheduled delivery date; if there are no
changes, DPS will update the Actual Delivery date, replacing the Scheduled Delivery date.

f. **Invoicing:**

After the contractor has completed delivery, including delivery from storage the Schedule II contractor will notify the PPSO who will update the actual delivery date information in DPS. The Schedule II contractor can invoice for the services performed IAW DTR Part IV, Appendix A.

3. **SCHEDULE III, LOCAL MOVE (LM)**

LM shipments are offered and awarded following the completion of counseling in DPS. The PPPO reviews and verifies the customer’s information in DPS. Upon approval, the shipment record transfers to the route queue in DPS based on the AOR/Zone of the requested pickup and delivery address. LM shipment offer/award process is outlined below:

a. **Shipment Offer/Refuse**

Upon PPSO selection of DPM as the type of shipment, the PPSO will offer the shipment to the Schedule III contractor for the origin AOR/zone based on the pickup and delivery address. The PPSO will contact the Schedule III contractor and offer the DPM shipment. If the DPM Schedule III contractor has reached their maximum daily capacity or requested services are scheduled to commence within 1 full workday, they may refuse to accept the shipment offer. In this case, The PPSO will place the shipment back into the route queue and allow the PPSO to offer the shipment to alternate Schedule III contractors. In the event there are no alternate contractors available, the PPSO may contact the customer to discuss alternate dates, or may elect to route and award by selecting a different available COS.

b. **Shipment Award/Confirmation Order**

(1) Upon acceptance of the shipment by the contractor, the PPSO will update DPS, which will generate a Confirmation Order number and Confirmation Order Notice. See Figure V.J.2-5. The Confirmation Order number includes the origin GBLOC + 2-digit Fiscal Year + SCAC + L + 5-digit sequences (e.g., KKFA16SCACL01234). The contractor and customer will receive the Confirmation Order Notice, which will contain all applicable information relative to the shipment (e.g., estimated weight, pack/pickup dates, etc.).

(2) The PPSO can query on the DPM Schedule III LM Confirmation Order number and contract number. PPSOs can update an existing Confirmation Order pickup date, weights, and customer pickup address in DPS.

4. **Pre-Move Survey**

IAW DTR Part IV, Appendix G, the contractor will determine the nature of the personal property offered for shipment either by physical inspection or telephone survey with the customer. The survey will be conducted at a time and date mutually agreed upon between the contractor and customer. Any pack/pickup date changes and/or pre-approval requests for accessorail services will be requested by the contractor and entered into DPS by the PPSO prior to the first pack date or within 3 workdays of pre-move survey, whichever is sooner.

5. **Pack, Pickup and Delivery**

The contractor will pack, pick up, and deliver LMs on the requested and/or agreed upon dates. Within 3 workdays of shipment pickup, the Schedule I contractor must complete weighing and contact the PPSO to update DPS with the gross, tare, and net weights. When applicable, the Pro-Gear weight will also be entered in DPS.
6. **Invoice**

When the contractor has packed, picked up, and delivered the LM shipment, the contractor will provide the actual weights, date of delivery, required inventory and weight tickets to the PPSO within 4 working days. The PPSO will enter all data into DPS. Upon submission of required documentation, contractor can invoice for the services performed IAW DTR Part IV, Appendix A.

**D. SCHEDULE IV, DEPLOYMENT STORAGE (DS)**

This Schedule applies to shipments in OCONUS locations that are being packed, picked up, and drayed back to a local DoD-approved warehouse for storage while the customer is deployed.

1. **Shipment Offer/Refuse**

   Upon PPSO selection of DPM as the type of shipment, DPS will offer the shipment to the Schedule IV contractor for the origin AOR/zone based on the pickup address up. The PPSO will offer the DPM shipment to the Schedule IV contractor by telephone or e-mail. If the DPM Schedule IV contractor has reached their maximum daily capacity or requested services are scheduled to commence within 1 full business day, they can refuse to accept the shipment offer. In this case, DPS will place the shipment back into the route queue and allow the PPSO to offer the shipment to alternate Schedule IV contractors (if available). In the event there are no alternate contractors available, the PPSO may contact the customer to discuss alternate dates, or may elect to route and award by selecting a different available COS.

2. **Shipment Award/Confirmation Order**

   a. Upon acceptance of the shipment by the contractor, the PPSO will update DPS, which will generate a Confirmation Order number and Confirmation Order Notice. See Figure V.J.2-6. The Confirmation Order number includes the origin GBLOC + 2-digit Fiscal Year + SCAC + L + 5-digit sequences (e.g., KKFA16SCACL01234). The contractor and customer will receive the Confirmation Order Notice, which will contain all applicable information relative to the shipment (e.g., estimated weight, pack/pickup dates, etc.).

   b. The PPSO can query DPS on the DPM Schedule IV DS Confirmation Order number and/or contract number. PPSOs can update an existing Confirmation Order pickup date, weights, and customer pickup address in DPS.

3. **Pre-Move Survey**

   IAW DTR Part IV, Appendix G, the contractor will determine the nature of the personal property offered for shipment either by physical inspection or telephone survey with the customer. The survey will be conducted at a time and date mutually agreed upon between the contractor and customer. Any pack or pickup date changes and/or pre-approval requests for accessorial services will be entered in DPS by the PPSO prior to the first pack date or within 3 workdays of the pre-move survey, whichever is sooner.

4. **Pack, Pickup**

   The contractor will pack and pick up the shipment on the agreed upon dates and drayage it back to their warehouse.

5. **Storage**

   The contractor will store the shipment in their DoD-approved facility. The contractor will provide the date shipment entered storage, copies of inventory, and weights within 3 workdays to the PPSO. The PPSO will enter data and upload documentation in DPS.
6. **Shipments Delivery**
   When shipments are delivered out of DS, the contractor will notify the PPSO who will update DPS showing the shipment delivery.

7. **Invoice**
   a. After the contractor has packed, picked up, and stored the DS shipment in their DoD-approved warehouse, the contractor can invoice for the services performed IAW DTR Part IV, Appendix A.
   b. After the contractor has completed delivery of the shipment and the actual delivery date information is updated in DPS by the PPSO, the contractor can invoice for the services performed IAW DTR Part IV, Appendix A.

**E. SHIPMENT CHANGES, CANCELLATION, OR TERMINATION**

1. **Changes to Customer Information and Updates to Shipment Information**
   a. DPS provides the customer with the ability to edit contact and dependent information at any time.
   b. The customer may modify requested shipment information up until each shipment application is validated (signed off) by the PPPO.
   c. Once the PPPO has validated an application, if the customer requests a change to their shipment information, DPS will advise the customer that “this application cannot be modified and is “read-only,” and to contact the responsible PPSO for assistance, if necessary”.
   d. After shipment validation and/or award, the PPSO must authorize required changes and update DPS. The contractor will receive notification of all changes via DPS. An update to the confirmation order will be issued reflecting contract order changes entered by the PPSO IAW DTR Part IV, Appendix G.
   e. PPSO will have the ability to view all shipments associated with their search criteria regardless of whether a shipment was associated with the BLOC, region, or AOR/zone.

2. **Cancellation/Termination**
   The PPSO must document the reason for each shipment cancellation or termination. The PPSO must update shipment information in DPS to generate the necessary cancellation or termination notification.
   a. Cancellation: If the customer requests cancellation of a shipment before it is awarded, the PPSO can cancel it in DPS and no further action is required provided no payable contractor services have been performed (see Termination). If the shipment is cancelled after it has been awarded, DPS will update the contractors shipment award status and send subsequent cancellation notice to the contractors’ work queue and e-mail the customer the updated shipment status.
   b. Termination: A termination of shipment occurs when PPSO has a requirement to cancel a shipment, but the DPM contractors has performed some or all the requested services under the contract. When a shipment is terminated, the PPSO must enter the reason/authority for the termination action. DPS generates a Confirmation Order Notice to terminate the shipment and authorizes the contractor to invoice for all services performed IAW DTR Part IV, Appendix A.
F. STORAGE

The PPSO may use storage when it is necessary to meet the customer’s requirements. Storage is normally used at destination (the Schedule II contractor’s DoD-approved facility) when a shipment arrives before the customer has established a delivery address. Storage may also be used at the Schedule I or III contractor’s DoD-approved facility when requested by the customer and approved by the PPSO. Below are the instructions for Requesting, Extending, and Converting storage.

1. Requesting Storage
   a. Storage charges for Schedule II shipments will not commence earlier than the sixth workday following the date of the Schedule II contractor’s notification of arrival in DPS. Storage charges will apply for each 30-day period or computed as a fraction thereof. Date of release from storage will not be considered in the computation of storage charges.
   b. Storage for Split Shipments. If a shipment arrives at destination as a split shipment and the customer is unavailable to receive any portion, storage may be authorized separately on each portion.
   c. Storage charges for Schedule I and Schedule III shipments will start the day the shipment is placed into storage at the contractor’s facility.

2. Extending Storage

Requests for extension of storage for DoD customers are accomplished IAW the Joint Travel Regulations (JTR) Paragraph 5242 (Members), and JTR Paragraph 5672 (Civilians). Requests for extension of Storage-In-Transit (SIT) for United States Coast Guard Employees and Civilians are accomplished IAW the Federal Travel Regulation (FTR) Chapter 302-7. Customers may request extension of storage via DPS. The PPSO will review and approve or disapprove the storage extension IAW Service regulations. When storage is extended, DPS will send notification to the contractor of the extension and the new expiration date. DPS will allow both the customer and PPSO to view and/or print the DD Form 1857.

3. Converting Storage
   a. When a storage shipment is within 30 days of expiration, DPS sends an expiration notice to the customer via e-mail. Additionally, DPS also notifies the customer 5 days before and on the day the storage converted to customer’s expense. DPS tracks the date the e-mails were sent to the customers known e-mail addresses. Upon storage conversion to the customer’s expense, DPS will maintain the shipment in a converted to members expense status until such time as the customer requests delivery of the property. Upon request for delivery out, the PPSO will verify that the customer has a valid order/line of accounting, after which will authorize delivery out locally at the contractor’s current rate on file.
   b. The contractor’s responsibility for a shipment and its liability under the Confirmation Order for a shipment in storage terminates and the warehouse becomes the final destination of the shipment on midnight of the day specified in the notice the contractor receives through DPS advising the Government storage has terminated. The notice of termination is not retroactive.

4. Invoice:
   a. When the storage lot has been converted to customer’s expense, the contactor can invoice for the storage services performed IAW DTR Part IV, Appendix A.
   b. DPS provides the following for the management of storage:
      (1) Date of arrival, authorized first day of storage, and expiration date
      (2) Updating and extending storage
(3) Partial deliveries out of storage
(4) Conversion date (if applicable)
(5) Generating reports, including historical information on shipments in storage
(6) Generating necessary storage correspondence (expiration notices).
FROM: DPS
TO: [SCHEDULE I DPM CONTRACTOR]
CC: [CUSTOMER’S KNOWN EMAIL ADDRESSES]

SUBJECT: SCHEDULE I OUTBOUND DPM CONFIRMATION NOTICE

This notice confirms requested services for the following DPM shipment.

CONTRACT NUMBER: [XXXXXXXXXXXXXXXX]
CONFIRMATION ORDER NUMBER: [XXXXXXXXXXXXXXXX]
DATE AWARDED: [DD MMM YYYY]
ORDERING OFFICER: [USER ID]
EST WEIGHT: [XXXX]

INFORMATION FOR MARKING OF CONTAINERS

FOR: [DUNHAM, JEFF]
PACK DATE: [DD MMM YYYY] [XXX]
ORIGIN GBLOC: [AGFM]
PICKUP DATE: [DD MMM YYYY] [XXX]
DESTN GBLOC: [KKFA]
RDD: [DD MMM YYYY] [XXX]
CODE OF SERVICE: [HA]
GBL NUMBER: [AGFXXXXXXXX]
TCN: [XXXXXXXXXXXXXXXX]
POE: [XXX]
POD: [XXX]

CUSTOMER PICKUP ADDRESS

STREET: [9014B ARNTZ ST.]
CITY: [LAUGHLIN AFB]
COUNTY: [VAL VERDE]
STATE: [TX]
COUNTR: [UNITED STATES]
ZIP/APO/FPO: [78843]
PHONE NUMBER: [808-384-4847]

SCHEDULE I ORIGIN CONTRACTOR INFORMATION

NAME: [XXXXXXXXXXXXXXXX]
PHONE NUMBER: [XXX-XXX-XXXX]

SCHEDULE II DESTINATION CONTRACTOR INFORMATION

NAME: [APACA MOVING & STORAGE]
STREE: [423 WYOMING SE]
COUNTY: [BERNALILLO]
CITY: [ALBUQUERQUE]
COUNTRY: [UNITED STATES]
STATE: [NM]
PHONE NUMBER: [897-980-6453]
ZIP/APO/FPO: [87123]

SERVICE ITEM (S) ORDERED

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<td>[DD MMM YYYY]</td>
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Figure V.J.2-1. Schedule I Contractor Order Confirmation Notice
FROM: DPS  
TO: [SCHEDULE II CONTRACTOR]  
CC: [CUSTOMER’S KNOWN EMAIL ADDRESSES]  

SUBJECT: SCHEDULE II INBOUND DPM CONFIRMATION NOTICE

This notice confirms requested services for the following DPM shipment.

CONTRACT NUMBER: [XXXXXXXXXXXXXXXX]  
CONFIRMATION ORDER NUMBER: [XXXXXXXXXXXXXXXX]  
SHIP NO: [1]  
SPLIT NO: [0]  
TSP SCAC: [XXXX]  
GBL NUMBER: [HAFCXXXXXXXX]  
TCN: [XXXXXXXXXXXXXXXX]  

DELIVERY INFORMATION

FOR: [DUNHAM, JEFF]  
ARRIVAL DATE: [DD MMM YYYY]  
SCHEDULED DELIVERY DATE: [DD MMM YYYY]  
STORAGE EXPIRATION DATE: [DD MMM YYYY]  

CUSTOMER SHIPMENT INFORMATION

CODE OF SERVICE : [HA]  
GROSS WEIGHT: [XXXX]  
CUBE: [XX]  
TARE WEIGHT: [XXXX]  
NO OF CONTAINERS: [X of X]  
NET WEIGHT: [XXXX]  

CUSTOMER DELIVERY ADDRESS

STREET: [9014B ARNTZ ST.]  
CITY: [LAUGHLIN AFB]  
COUNTY: [VAL VERDE]  
STATE: [TX]  
COUNTRY: [UNITED STATES]  
ZIP/APO/FPO: [78843]  
PHONE NUMBER: [808-384-4847]  

SCHEDULE II INBOUND CONTRACTOR

NAME: [XXXXXXXXXXXXXXXXXXXXXXXXXXXX]  
PHONE NUMBER: [XXX-XXX-XXXX]  

SERVICE ITEM(S) ORDERED

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Figure V.J.2-2. Schedule II Contractor Confirmation Notice
FROM: DPS  
TO: [CUSTOMER’S KNOWN EMAIL ADDRESSES]  
CC: [SCHEDULE II CONTRACTOR]  

SUBJECT: SCHEDULE II INBOUND DPM CONFIRMATION NOTICE  

This notice confirms requested services for the following DPM shipment.  

CONTRACT NUMBER: [XXXXXXXXXXXXXXXX]  
CONFIRMATION ORDER NUMBER: [XXXXXXXXXXXXXXXX]  
SHIP NO: [1]  
SPLIT NO: [0]  
TSP SCAC: [XXXX]  
GBL NUMBER: [HAFCXXXXXXXX]  
TCN: [XXXXXXXXXXXXXXXX]  

DELIVERY INFORMATION  
FOR: [DUNHAM, JEFF]  
ARRIVAL DATE: [DD MMM YYYY] [XXX]  
DELIVERY DATE: [DD MMM YYYY] [XXX]  
ATTEMPTED DELIVERY DATE: [DD MMM YYYY] [XXX]  
STORAGE EXPIRATION DATE: [DD MMM YYYY] [XXX]  

CUSTOMER SHIPMENT INFORMATION  
CODE OF SERVICE: [I]  
GROSS WEIGHT: [XXXX]  
CUBE: [XX]  
TARE WEIGHT: [XXXX]  
NO OF CONTAINERS: [X of X]  
NET WEIGHT: [XXXX]  
REWEIGH NUMBER: [XXXXXXXX]  

CUSTOMER DELIVERY ADDRESS  
STREET: [9014B ARNTZ ST.]  
CITY: [LAUGHLIN AFB]  
COUNTY: [VAL VERDE]  
STATE: [TX]  
COUNTRY: [UNITED STATES]  
ZIP/APO/FPO: [78843]  
PHONE NUMBER: [808-384-4847]  

SCHEDULE II INBOUND CONTRACTOR  
NAME: [XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX]  
PHONE NUMBER: [XXX-XXX-XXXX]  

SERVICE ITEM (S) ORDERED  

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<td>[COMPLETE SERVICE – INBOUND (HHGs)]</td>
<td>[DD MMM YYYY]</td>
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</table>

Figure V.J.2-3. Customer’s Confirmation Notice
FROM: DPS
TO: [CUSTOMER’S KNOWN EMAIL ADDRESSES]

SUBJECT: SCHEDULE II INBOUND DPM DELIVERY CONFIRMATION NOTICE

This notice confirms requested delivery services for the following DPM shipment.

CONTRACT NUMBER: [XXXXXXXXXXXXXXXXXXX]
CONFIRMATION ORDER NUMBER: [XXXXXXXXXXXXXXXXXXX]
SHIP NO: [1] SPLIT NO: [0]
GBL NUMBE: [HAFCXXXXXXX]
TCN: [XXXXXXXXXXXXXXXXXXX]

DELIVERY INFORMATION
FOR: [DUNHAM, JEFF]
ARRIVAL DATE: [DD MMM YYYY] [XXX]
SCHEDULED DELIVERY DATE: [DD MMM YYYY] [XXX]
ATTEMPTED DELIVERY DATE: [DD MMM YYYY] [XXX]
STORAGE EXPIRATION DATE : [DD MMM YYYY] [XXX]

CUSTOMER SHIPMENT INFORMATION
CODE OF SERVICE: [HA]
GROSS WEIGHT: [XXXX]
CUBE: [XX]
TARE WEIGHT: [XXXX]
NO OF CONTAINERS: [X of X]
NET WEIGHT: [XXXX]
REWEIGH NUMBER: [XXXXXXX]

CUSTOMER DELIVERY ADDRESS
STREET: [9014B ARNTZ ST.]
CITY: [LAUGHLIN AFB]
COUNTY: [VAL VERDE]
STATE: [TX]
COUNTRY: [UNITED STATES]
ZIP/APO/FPO: [78843]
PHONE NUMBER: [808-384-4847]

SCHEDULE II INBOUND CONTRACTOR
NAME: [XXXXXXXXXXXXXXXXXXXXXXXXXX]
PHONE NUMBER: [XXX-XXX-XXXX]

SERVICE ITEM(S) ORDERED

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<td>[0015]</td>
<td>[COMPLETE SERVICE – INBOUND (HHGs)]</td>
<td>[DD MMM YYYY]</td>
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</table>

Figure V.J.2-4. Delivery Confirmation Notice
FROM: DPS
TO: [SCHEDULE III CONTRACTOR]
CC: [CUSTOMER’S KNOWN EMAIL ADDRESSES]

SUBJECT: SCHEDULE III LOCAL MOVE DPM CONFIRMATION NOTICE

This notice confirms requested delivery services for the following DPM shipment.

CONTRACT NUMBER: [XXXXXXXXXXXXXXXX]
CONFIRMATION ORDER NUMBER: [XXXXXXXXXXXXXXXX]
DATE AWARDED: [DD MMM YYYY]
ORDERING OFFICER: [USER ID]
EST WEIGHT: [XXXXX]

SHIPMENT INFORMATION

FOR: [DUNHAM, JEFF]
PACK DATE: [DD MMM YYYY] [XXX]
GROSS: [XXXXX]
PICKUP DATE: [DD MMM YYYY] [XXX]
TARE: [XXXXX]
DELIVERY DATE: [DD MMM YYYY] [XXX]
NET: [XXXXX]
CODE OF SERVICE: [LM]

CUSTOMER PICKUP ADDRESS

STREET: [91 GURLIE MALONE ROAD]
CITY: [CALEDONIA]
COUNTY: [LOWNDES]
STATE: [MS]
COUNTRY: [UNITED STATES]
ZIP/APO/FPO: [39740]
PHONE NUMBER: [864-658-6065]

CUSTOMER DELIVERY ADDRESS

STREET: [4511 ALABAMA STREET]
CITY: [COLUMBUS]
COUNTY: [XXXXXXXXX]
STATE: [MS]
COUNTRY: [UNITED STATES]
ZIP/APO/FPO: [39705]
PHONE NUMBER: [875-354-5643]

SCHEDULE III LOCAL MOVE CONTRACTOR INFORMATION

NAME: [XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX]
PHONE NUMBER: [XXX-XXX-XXX]

SERVICE ITEM(S) ORDERED

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<td>[COMPLETE SERVICE FOR INTRA-CITY AND INTRA AREA</td>
<td>[DD MMM YYYY]</td>
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<td>MOVE]</td>
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Figure V.J.2-5. Schedule III Confirmation Order Notice
FROM: DPS
TO: [SCHEDULE IV CONTRACTOR]
CC: [CUSTOMER’S KNOWN EMAIL ADDRESSES]

SUBJECT: SCHEDULE IV DEPLOYMENT STORAGE DPM CONFIRMATION NOTICE

This notice confirms requested delivery services for the following DPM shipment.

CONTRACT NUMBER: [XXXXXXXXXXXXXXXXX]
CONFIRMATION ORDER NUMBER: [XXXXXXXXXXXXXXXX]
DATE AWARDED: [DD MMM YYYY]
ORDERING OFFICER: [USER ID]
EST WEIGHT: [XXXX]

INFORMATION FOR MARKING OF CONTAINERS
FOR: [DUNHAM, JEFF]
PACK DATE: [DD MMM YYYY] [XXX]
GROSS: [XXXX]
PICKUP DATE: [DD MMM YYYY] [XXX]
TARE: [XXXX]
RDD: [DD MMM YYYY] [XXX]
NET: [XXXX]
CODE OF SERVICE: [DS]

CUSTOMER PICKUP ADDRESS
STREET: [21 BELLIN STRASA]
CITY: [SEMBACH]
COUNTY: [XXXXXXXXXXX]
STATE:
COUNTRY: [GERMANY]
ZIP/APO/FPO: [05743]
PHONE NUMBER: [11-864-658-6065]

STORAGE WAREHOUSE LOCATION
NAME: [XXXXXXXXXXXXXXXXXXXX]
STREET: [6742 GER FRONURE STRASA]
CITY: [KAISERSLAUTERN]
COUNTY: [XXXXXXXXX]
STATE:
COUNTRY: [GERMANY]
ZIP/APO/FPO: [04313]
PHONE NUMBER: [XXXXXXXXXXXXX]

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<td>0023</td>
<td>[STORAGE]</td>
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DATE ORDERED: [DD MMM YYYY]

Figure V.J.2-6. Schedule IV Confirmation Order Notice