

## **Attachment G**

### **SDDC Family of Personal Property Applications / Systems**

#### **Domestic Volume Moves**

This application is used to award shipments to carriers that submit lower rates than the rates listed on Personal Property Rates On Line (PPROL). An origin base submits a requirement to move personnel or dependents from a single origin to a single or several different destinations initiates' volume moves. The estimated weight for a volume move should be a minimum of 200,000lbs of household goods (HHG) or 50,000lbs of unaccompanied baggage (UB). Generally, a volume move has one origin and several destinations – with each destination to receive a bulk amount of HHG.

#### **International Volume Moves**

This application is used to transport especially large tonnage shipments from one origin to one destination. Similar to domestic volume move, the estimated weight for an international volume move should be a minimum of 200,000lbs or more for HHG and 50,000lbs or more for UB.

#### **Special Solicitations**

This application is used by SDPP-HR to process rates submitted by carriers, via 3-½ floppy disk, for special solicitation. The floppy disks are mailed to Military Traffic Management Command (SDDC). Special solicitation shipments are considered international shipments and are subject to the rules, regulations, and provisions of the solicitation. Carriers failing to meet service standards may be removed from participation. Before each rate filing cycle, carriers participating in the Special Solicitation program may download a current copy from the SDDC web site. The program is mandatory for the submission of all Special Solicitation rates. Software that includes the Special Solicitation Channels can be downloaded from PPROL SDDC web site to a floppy disk.

#### **International TGBL Procedures**

The carriers are required to file rates twice a year, winter and summer cycle. The Automated Data Processing (ADP) agent, who is responsible for filing for carriers, completes the Initial Filing (I/F) via File Transfer Protocol (FTP). I/F files of accepted and error reports are transferred to the Personal Property Rates On-Line (PPROL). Carriers are notified of I/F Mistake in Rate Filing (MIRF). Updated and accepted I/F rates are downloaded to the TOPS sites and rates are made available on-line through the PPROL SDDC website. Carriers are shown the rates based on their intended destination in actual dollar value from point A to point B. Based on carriers' intended destination, low rates are established. Other carriers doing business on the same geographic location submit a Me-Too (M/T) filing of rates based on the established low rates via FTP to SDDC. Carriers are notified of M/T MIRF. Once M/T rates are accepted by SDDC, they are downloaded to all TOPS sites and rates are made available through the PPROL SDDC website. Carriers who do not wish to do business have 60 days to cancel after the cycle starts.

#### **Domestic TGBL Interstate Procedures**

Carriers are required to file rates twice a year, winter and summer cycle. The ADP agent, who is responsible for filing for carriers, completes the I/F via FTP. I/F file of accepted and error reports are transferred to the Personal Property Rates On-Line (PPROL). Carriers are notified of I/F Mistake in Rate Filing (MIRF). SDDC distribute a list of carriers to PPSO for Letter Of Intent (LOI) Verification. SDDC advises carriers of rates that are being added or removed. Updated and accepted IF rates are downloaded to the TOPS sites and rates are made available on-line through the PPROL SDDC website. Based on carriers' intended destination, low rates are established. Other carriers doing business on the same geographic location submit an initial Me-Too (M/T-A) filing of rates based on the established low rates via FTP to SDDC. Carriers are notified of M/T MIRF, which they then submit a second Me-Too (M/T-B) filing of rates. Once M/T rates are accepted by SDDC, they are downloaded to all TOPS sites and rates are made available through the PPROL SDDC website. Carriers who do not wish to do business may cancel during the four cancellation cycles.

### **Domestic TGBL Intrastate Procedures**

Carriers are required to file rates twice a year, winter and summer cycle. They submit an I/F of Intrastate Rate Tender (IRT), form 43R, to SDDC. SDDC validates the IRTs. Carriers are notified of any rejected IRTs, which they then submit a corrected I/F IRTs to SDDC. Once I/F IRTs are accepted, SDDC generates a rate abstract report and distribute them to PPSOs for LOI Verification. Based on the rate abstract report, Installation Transportation Officers (ITO) submits their discrepancies to SDDC. SDDC then sends a rejection notice to the carriers due to LOI deficiency. ITO and carriers resolve any LOI discrepancy and notify SDDC of the resolution. Rate abstracts are made available through PPROL by SDDC. Other carriers doing business in the same geographic location submit a M/T filing of IRTs to SDDC via e-mail or fax. Rejected copies of M/T IRTs are returned to the carriers for correction, which they then submit a corrected M/T IRTs. Accepted final rates are downloaded to the TOPS sites and rates are made available through PPROL SDDC website.

### **Letter of Intent (LOI) Verification Process - International**

The Personal Property SDPP-HR functional user, for the purpose of LOI verification for each rate cycle, uses the LOI Verification application. This application, an Oracle form, is accessed through Personal Property – International Through Government Bill of Lading (ITGBL) System where a menu is displayed. One of the selections from the main menu is the LOI Verification.

### **Interstate (Domestic TGBL) (CARTS)**

SDDC validates e-mail addresses approximately one month before I/F. Three weeks after I/F, a list is sent to the ITO where carriers have submitted rates for validation of LOI. The suspense date is 30 days after the report is sent to the ITO. The ITO enters the LOI information on the e-mail and forwards the updated information back to SDDC. TOPS Rates Administrator uses the e-mail to build a flat file in order to repopulate the Oracle database table in CARTS. A report is run for the ADP agents to notify the carriers of LOI discrepancies. ITOs and carriers resolve any LOI issues prior to a SDDC specified suspense date of three weeks. The ITO submits in writing any resolutions. An SQL script is used to update the rates for those carriers who had LOI discrepancies. Each time there is an LC (cancellation) filing, the new rates are bumped up against the LOI data.

### **Intrastate (Domestic TGBL)**

Carriers submit their rates on a SDDC-HQ Form 43R to the SDPP-HR via e-mail or fax by a SDDC specified suspense date. The data received are entered into the Oracle Intrastate Form. A report is generated and faxed to the ITOs for LOI verification (124 sites) with a SDDC specified suspense date. The ITOs submit their discrepancies via e-mail or fax back to SDDC. The SDPP-HR sends a rejection notice to the carriers. ITOs and carriers resolve any LOI discrepancies and they notify SDDC of resolved discrepancies. SDDC is notified via a SDDC Correction Notice of the resolution.

### **Regional Storage Management Office (RSMO) Applications**

There are four Regional Storage Management Offices (RSMO) namely:

- North East – located in Ft. Monmouth, NJ
- South East – located in Atlanta, GA
- Central – located in Topeka, KS
- Western – located in Concord, CA

These offices manage the Non-Temporary Storage (NTS) of household goods of service members who are assigned overseas or to restricted duty stations.

The RSMO (NTS) application is used to provide the four offices the capability to enter data from a hard copy contract submitted by the NTS Contractors, which include information about NTS Contractors, Basic Ordering Agreement (BOA), BOA Rates by Zone, Storage Facility, Non-Temporary Storage Facility, Local Zone Definition, and NTS Special Transaction.

### **Personal Property Consignment Installation Guide on Line (PPCIG-OL)**

This Personal Property Consignment Installation Guide On Line (PPCIGOL) application is used by installations to update and retrieve consignment information for the movement of personal property for the Department of Defense and the U.S. State Department. Periodic review by the installation ensures that a member's personal property will arrive at the correct destination by the preferred mode of service. Each installation will have two personal registers to receive a logon and password. Routinely, they will login and review their local site information. Each time data is entered or updated, portions of this information will be updated in the TOPS reference tables. This automatically triggers the updated reference data to be downloaded to all TOPS sites.

### **Navy Claims**

This application is used by the DCSPPP System Services to process all incoming paper claims submitted, via mail, by the Navy. The claim is filed for any damages done to the member's personal property. The claim information includes the Government Bill of Lading (GBL) number, date the claim was paid, the amount paid by the government, and the amount recovered by the government. When claim information is entered using this application, the TOPS History database is updated automatically. An automated process (Standard Query Language (SQL) process) is run to update the claims database.

### **PPQ Web Qualification Application**

The Personal Property Qualification (PPQ) is a web-based application where carriers apply for approval by submitting the Electronic Tender of Service Signature Sheet (ETOSS) and List of Countries/States and Codes of Service (LOCCS) on-line.

### **SDDC Non-Use**

The SDDC Non-Use application is used to provide SDDC the capability to initiate punitive actions against carriers worldwide. The actions can be from rate area to rate area or from GBLOC to GBLOC for all codes of service or a single code of service. SDPP-HQ enters the punitive action into the TOPS history database, which is then distributed to the responsible TOPS site.

### **Personal Property Rates On-Line**

The Personal Property Rates On Line (PPROL) is an application designed to allow the carriers and their ADP agents to view the rates applicable for any origin and destination combination for domestic and international shipments. Carriers and other interested parties who are not registered with SDDC can access the Personal Property Accepted Rates information directly from this SDDC web site. Rate Filers (ADP agents and Carriers who filed rates independently) can check the acceptance of their rates by going through the Electronic Transportation Acquisition (ETA) login process. This application provides a view-only capability to its domestic and international carriers and ADP agents.

### **One Time Only (OTO) Web Application Carrier Module**

This application allows OTO Carriers to view and bid solicitation requests for domestic, international and volume move shipments interactively through the Internet, which will eliminate the installation and upgrading of the OTO software utilized by the carriers. Carriers need to register through ETA and obtain a login ID and password before accessing this application. For the international program, carriers may submit for OTO approval by providing required information under item 702 of the International Rate Solicitation. For the domestic program, carriers must obtain approval through the carrier qualification division of SDDC. When this system is down due to system issues, bids will be accepted by fax from carriers that have been issued a password through ETA.

### **One Time Only (OTO) Installation Transportation Office (ITO) Module**

The application is designed to provide ITO users the ability to add, cancel, and view requests to ship mobile homes, boats of certain sizes, and household goods shipments to areas where standard rates have not been established. Once the Transportation Office has entered the required information, the carrier will be able to bid a rate specific to the shipment. ITO users need to register through ETA and obtain a username and password before accessing this application.

### **Special Solicitation**

This web-based on-line application is an enhancement to the existing Special Solicitation application residing on a stand alone PC. The application will simplify the process and provide the capability to move forward to a collaborative automated and on-line environment. It will also ensure fair and competitive rates request. Once the development of this application is completed and promoted to production use, the carriers can submit rates through the SDDC website without having to download rates, copy them to a floppy disk and mail the floppy disk to SDDC HQ. The Special Solicitation Web application requires carriers who are allowed to do business with SDDC to acquire a valid ETA username and password. At the beginning of each cycle, SDPP-HR enters the minimum and maximum bid allowed (volume control) in the control table using an Oracle Form.

### **Intrastate Rate Information**

The Intrastate Rate Information (document) on the web, found on the SDDC Web site through the Personal Property link, is an extension of the Domestic TGBL Intrastate Process and LOI Domestic Intrastate discussed above. The following are the sub-function of the Intrastate Rate Information:

43R – is the Intrastate Rate Tender (IRT) or the Uniform Tender of Rates. This is an electronic form that the carriers use to file their rates and submit the form to SDDC via e-mail or fax.

43R Instruction – this provides a step-by-step procedure on how to complete the 43R form

Rate abstract – this is a web report in a text format, which displays origin/destination GBLOC, Carrier Name, Service Code, Tender Number, Rate, Effective and Expiration date of a certain intrastate area for a specific rate cycle. This report is a view only capability for carriers and is available on the web once intrastate rates have been accepted and entered by SDPP-HR and LOI verification process is complete.

### **Two Dimensional Military Shipping Label (2D MSL)**

This application will be used to provide web capability for commercial carriers, agents, and contractors to generate two-dimensional military shipping labels (2D MSL) for all military goods and personal property shipments at the point of origin. The 2D MSL application will be behind the SDDC ETA. In order to access this application, users who are allowed to conduct business with SDDC will be given a single login ID and password. 2D MSL will provide the users the capability to query an existing shipment record from a centralized database, enter pieces, weight, and cube information into the identified fields, and print labels from their printers that can be attached to their shipment container(s). The following are the features of the 2D MSL application:

- Eliminates the need for stenciling
- Accurate shipment data to Port Agent
- Data accessible via electronic scanners
- Follows International Standard Organization (ISO) standards
- Original data is from TOPS sites
- Single sign on application through ETA (SDDC secure server)

### **TOPS Remote Site Web Application (TRSWA)**

The TOPS Remote Site Web Application (TRSWA) is an application designed to support the existing DoD TOPS. Through TRSWA, remote sites that do not have access to TOPS will have the ability to view incoming TOPS shipments as well as the ability to enter information into TOPS on those shipments as they arrive at their final destinations. TRSWA will also provide remote sites with the capability to enter basic information about the Service Member and shipment details for outbound shipments.

### **TOPS Customer Assistance Office (CAO) Web Application**

The TOPS Customer Assistance Office (CAO) application is used to assist TOPS Hotline in troubleshooting data related problems in support of the TOPS sites worldwide. The application also provides table lookups for NTS, Defense Table of Official Distances (DTOD), and Inter/Intra/ITGBL Rates. Besides table lookups, the application also provides SQL and shell scripts template, in text format that TOPS Hotline can cut, paste, and insert to a file to create a script. The script is run at the system command level to query, export data, and check data status on the TOPS sites.

### **Transportation Operational Personal Property Standard System (TOPS)**

TOPS is a distributed server client system that provides the Services' transportation counseling and shipping offices with the means to counsel DoD members for shipment and or storage of personal property. This application provides the capability for routing and booking shipments to commercial carriers, as well as the destination services such as clearing, delivery, and temporary storage. This application manages the non-temporary storage for the DoD members, as well as all the local billing documentation required for non-temporary storage services. TOPS produces many hard copy documents such as the bill of lading or Government Bill of Lading as required and the members application for shipment/storage. This application supports over 180 shipping offices worldwide and over 500K shipments per year.

### **TOPS Web Counseling**

This application was developed in 2003 to address security protocol issues of TOPS. This code has never been released to production. See Technical Library for documentation on this application.

### **Central Web Application (CWA)**

The purpose of CWA is to cost shipment(s) with the current TOPS application and business rules. This application provides the capability for PPSOs to approve and disapprove accessorial services associated with their shipments. It is designed to interface with US Bank's PowerTrack system.

### **TOPS History (T-HIST)**

This application is the historical database for the distributed TOPS system. T-HIST currently receives daily a sub-set of data from all TOPS sites. This data supports many current interfaces and systems (i.e. 2DMSL).

