

NOTICE TO ALL PERSONAL PROPERTY SHIPPING OFFICES (PPSO)

15 Mar 2012

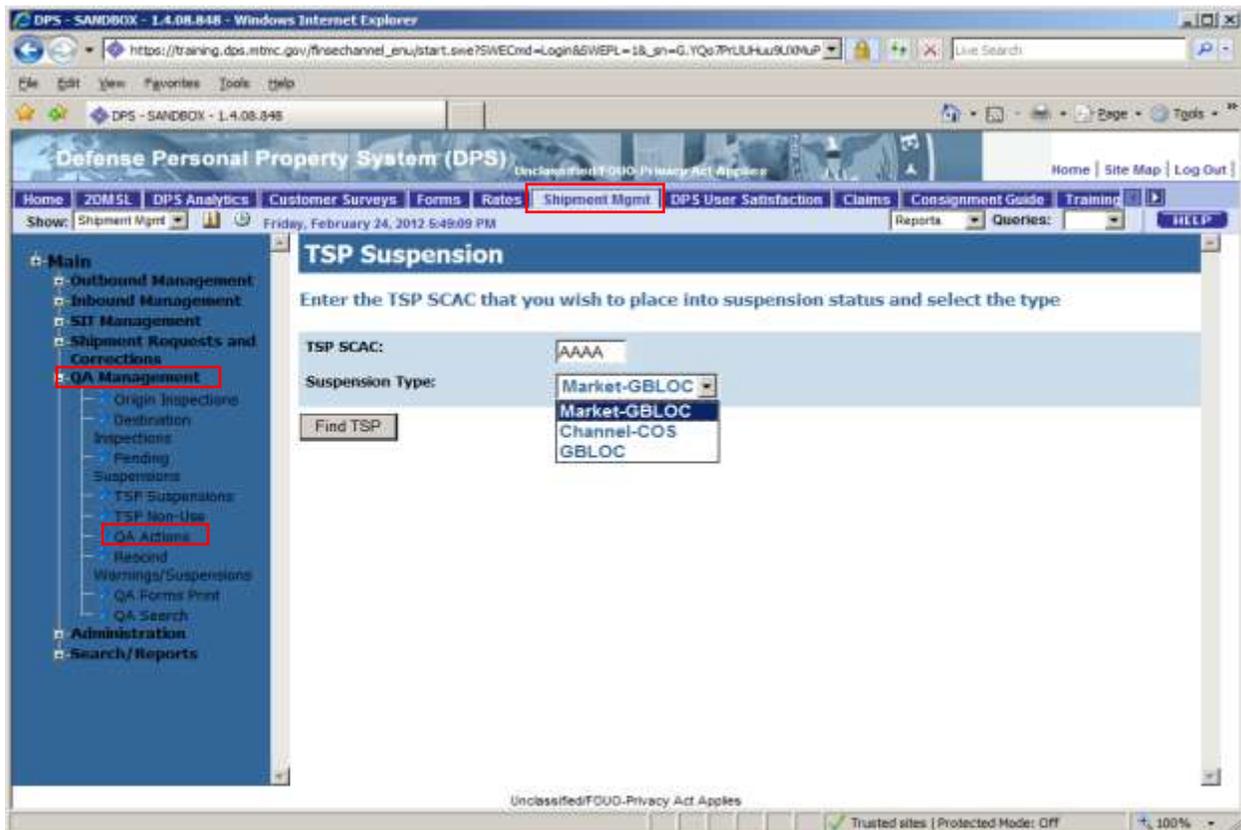
SUBJECT: GUIDANCE ON ISSUING BLOC- MARKET SUSPENSIONS

A CHANGE TO THE DTR PART IV CHAPTER 405 QUALITY ASSURANCE (FORMLY U.Q) PROVIDES THE OPTION FOR PPSO'S TO TAKE BLOC-MARKET SUSPENSIONS FOR VIOLATIONS OTHER THAN JUST A SHIPMENT REFUSAL. THE BLOC-MARKET SUSPENSIONS ARE INITIATED THROUGH QA ACTIONS UNDER SHIPMENT MANAGEMENT. BELOW ARE STEPS TO HELP GUIDE YOU THROUGH THE PROCESS.

UNDER SHIPMENT MANAGEMENT EXPAND "**QA MANAGEMENT**" AND SELECT "**QA ACTIONS.**" NEXT "**ENTER THE TSP SCAC.**" THEN FROM THE SUSPENSION TYPE DROP DOWN, SELECT "**MARKET-GBLOC.**"

NOTE: THE ONLY PPSO OPTIONS ARE TO TAKE EITHER A MARKET-GBLOC OR GBLOC SUSPENSION. CHANNEL-COS SUSPENSIONS ARE FOR SDDC USE ONLY.

THEN SELECT "**FIND TSP**"



FROM THE DROP DOWN SELECT "**THE MARKET**" TO SUSPEND. NEXT SELECT "**PLACE TSP INTO SUSPENSION**".

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TSP Market-GBLOC Suspension

TSP Name: AAAA FORWARDING, INC.

TSP SCAC: AAAA

Select the Market to place the TSP into suspension status and then click Place TSP Into Suspension

Select Market:

- Main
 - Outbound Management
 - Inbound Management
 - SIT Management
 - Shipment Requests and Corrections
 - QA Management
 - Origin Inspections
 - Destination Inspections
 - Pending Suspensions
 - TSP Suspensions
 - TSP Non-Use
 - QA Actions
 - Rescind Warnings/Suspensions
 - QA Forms Print
 - QA Search
 - Administration
 - Search/Reports

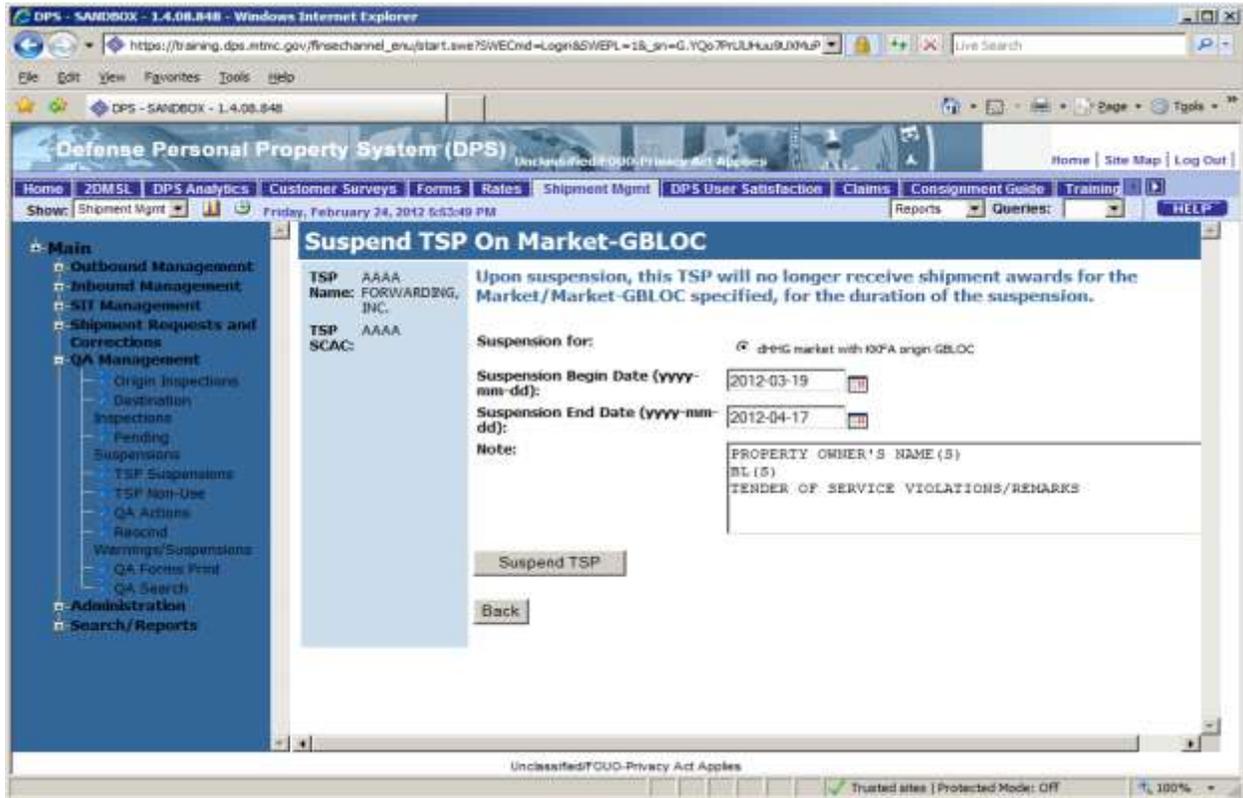
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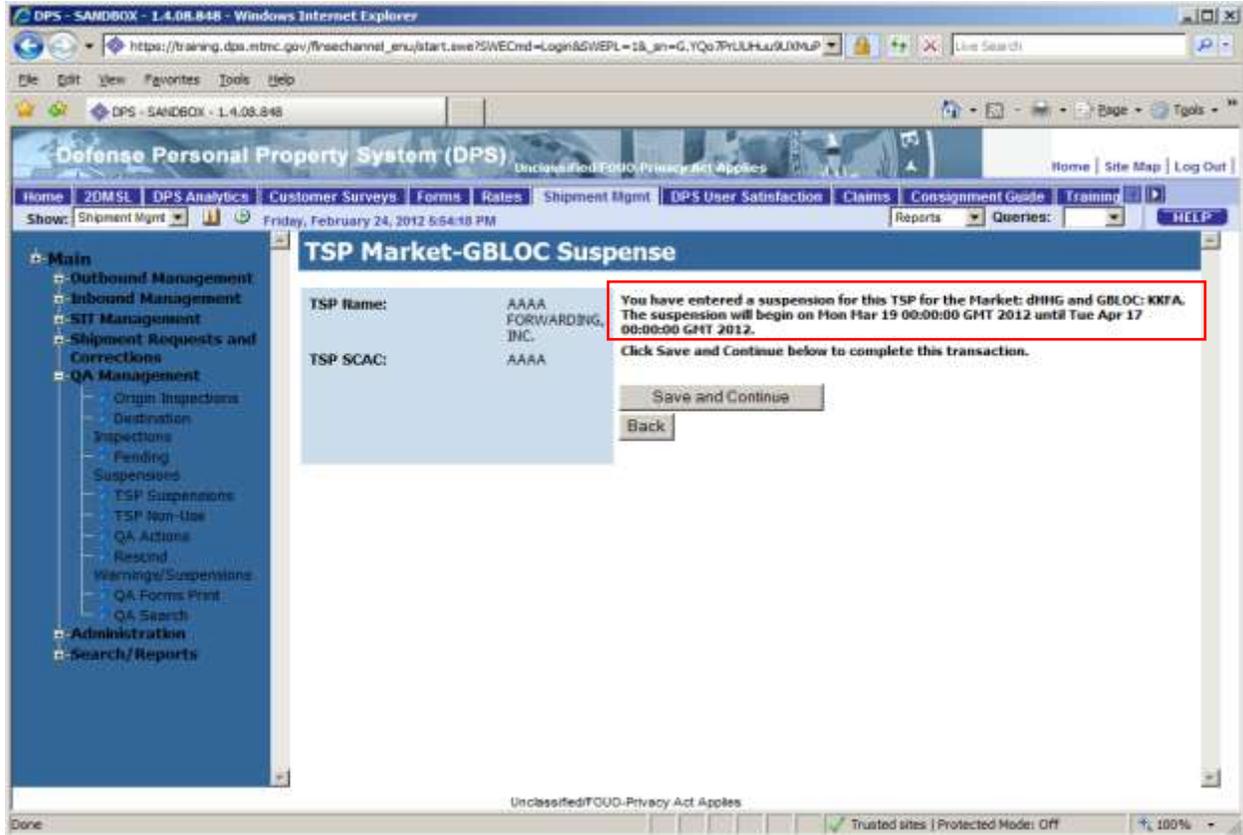
USING THE CALENDAR SELECT "THE DATES TO BEGIN AND END THE SUSPENSION." A KEY POINT TO REMEMBER IS THE EFFECTIVE DATE MAKES THE DIFFERENCE BETWEEN TAKING A "REGULAR" OR "IMMEDIATE" SUSPENSION. REGULAR SUSPENSIONS BEGIN 21 DAYS OUT FROM DPS ACTION. A TSP HAS 20 DAYS TO RESPOND TO THE NOTIFICATION BEFORE SUSPENSION TAKES EFFECT ALLOWING FOR AN OPPORTUNITY TO DISCUSS THE CAUSE FOR SUSPENSION BEFORE IT BECOMES EFFECTIVE. MOST SUSPENSION ACTIONS SHOULD BE "REGULAR" IN NATURE. IMMEDIATE SUSPENSIONS BEGIN THE SAME DAY YOU TAKE THE ACTION. IN BOTH CASES THE END DATE IS 30 DAYS AFTER THE BEGIN DATE.

ENTERING INFORMATION IN THE NOTE BOX IS **THE MOST IMPORTANT STEP** WHEN ISSUING A SUSPENSION THROUGH QA ACTIONS. AT A MINIMUM THE PPSO MUST ENTER THE PROPERTY OWNERS' NAME(S), BL NUMBER (S) AND TENDER OF SERVICE VIOLATIONS/REMARKS. DPS WILL NOT PULL INFORMATION TO FILL OUT THE DD FORM 1814. IF YOU DON'T ENTER INFORMATION, THE TSP WILL NOT KNOW WHY THEY ARE BEING SUSPENDED.

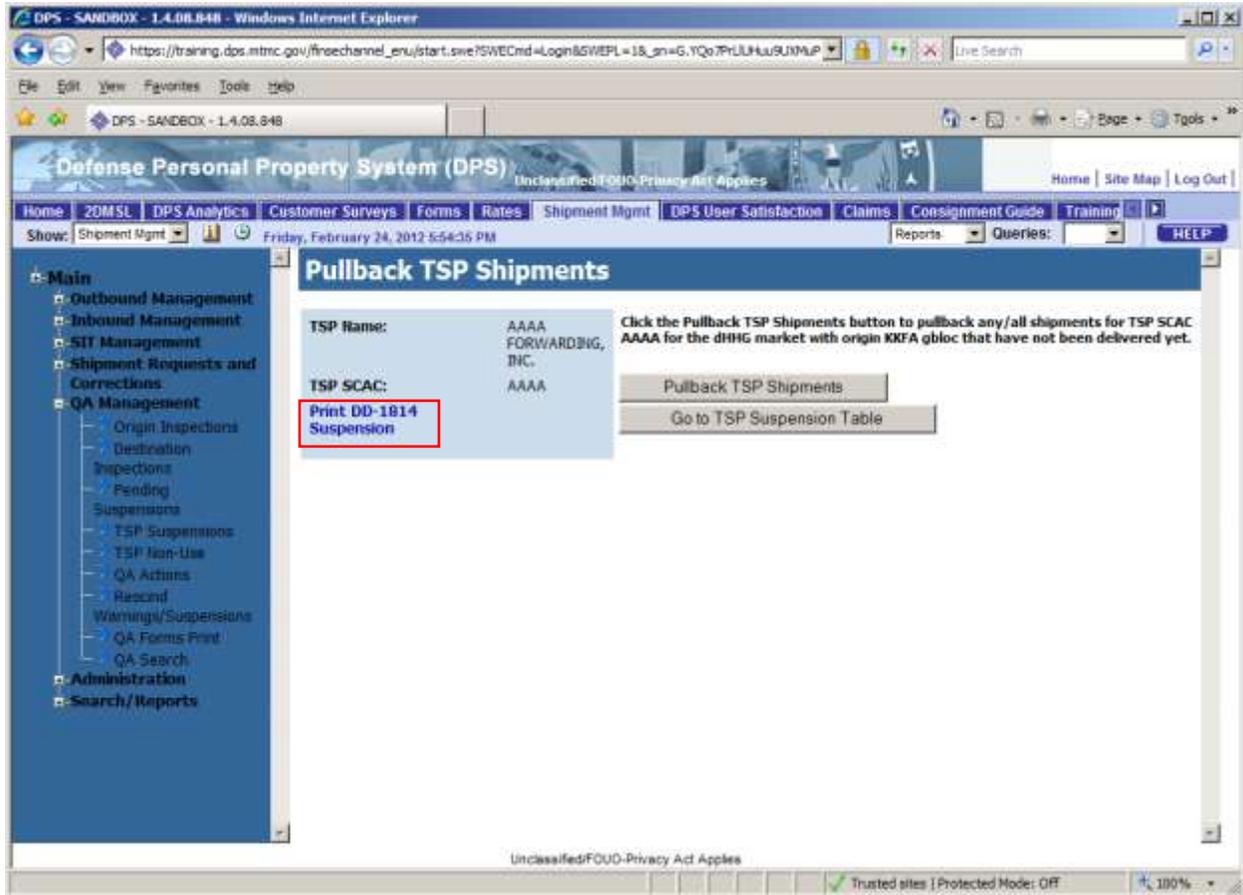
NEXT SELECT " **SUSPEND TSP**"



BEFORE YOU SELECT "**SAVE AND CONTINUE**" MAKE SURE TO VERIFY THE INFORMATION AND ENSURE THIS IS THE ACTION YOU WANT TO TAKE. ONCE YOU SELECT "**SAVE AND CONTINUE**" THE SUSPENSION ACTION IS COMPLETE.



FROM THIS SCREEN YOU CAN VIEW AND PRINT THE DD-1814.



PLEASE REFER TO THE DTR PART IV, CHAPTER 405 FOR MORE DETAILED INFORMATION ON QUALITY ASSURANCE AND PUNITIVE ACTIONS.

FOR ANY QUESTIONS, PLEASE E-MAIL THE HQ SDDC QUALITY ASSURANCE TEAM AT USARMY.SCOTT.SDDC.MBX.OMB-FOR-PP-PERF@MAIL.MIL.