Personal Property Consignment Instruction Guide - Online (PPCIG-OL)

PPSO User Instruction Guide

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1 INTRODUCTION

The Personal Property Consignment Instruction Guide – Online (PPCIG-OL) was implemented as a web-based application to manage the Consignment Instruction Guide process for the Department of Defense (DoD) transportation community. PPCIG-OL replaces the manual process for managing consignment instruction guide information.

The application is deployed in the SDDC production environment, and is available to authorized users. It interfaces with the Electronic Transportation Acquisition (ETA) system for user authentication and user profile information. It also interfaces with the Transportation Operational Personal Property Standard System (TOPS) Reference Tables for transmitting updated consignment information to the TOPS servers worldwide.

1.1 Objectives

The PPCIG-OL objectives are to:

- Provide Personal Property Shipping and Processing Offices worldwide with an online capability to manage consignment instructions.

- Establish a secure, user friendly, intuitive, data-driven system that is accessible via the Internet via a web browser.

1.2 Benefits

The user community can experience a number of benefits from using PPCIG-OL, including:

- Automate data collection, validation, and publication of PPCIG data
- Eliminate misrouted shipments and the costs of recovering the shipments
- Eliminate the assignment of invalid contractors and the associated delays
- Enable the downloading and printing of PPCIG data in Portable Document Format (PDF)
- Transmit daily updates to the TOPS servers located worldwide.

1.3 Features

The primary features of the PPCIG-OL application include:

- View/update consignment information
- Reassign responsibilities for Base Realignment and Closure (BRAC) process
- Print hardcopy guide in PDF
- Secure, authorized, user login
- User friendly, browser-based access
- Hyperlink tab for each major function
- Integrate with the TOPS Reference tables and the ETA secure environment.

1.4 Potential Enhancements

The following enhancements have been identified by the users for PPCIG-OL. They can be considered for future versions of the application.

- Allow users to find out the timeframe i.e. ("From" and "To") dates for future primary contractors.
- Allow users to perform a national "All States" search query against the Consignment Guide (CG) for Personal Property Shipping Offices (PPSOs).
- Allow Regional Storage Management Offices (RSMOs) to reassign DPM zones, in addition to the effective date, for the Base Realignment and Closure (BRAC) process.

1.5 Document Organization

This document is organized as follows:

1. Introduction – Presents an overview, objectives, benefits, features, enhancements, document organization, reference documents, and terms and abbreviations.
2. User Access and Registration – Describes the web browser access, ETA registration, and user login/logoff.
3. PPCIG-OL Application – Presents detailed user instructions with accompanying screenshots.

1.6 Terms and Abbreviations

The following terms and abbreviations are used throughout this document.

Term	Definition
BOA	Basic Ordering Agreement
BRAC	Base Realignment and Closure
CDR	Critical Design Review
DoD	Department of Defense
ETA	Electronic Transportation Acquisition
GBLOC	Government Bills of Lading Location Code
JAD	Joint Application Development
PDF	Portable Document Format
PPCIG-OL	Personal Property Consignment Instruction Guide – Online
PPPO	Personal Property Processing Office
PPPSB	Passenger and Personal Property Systems Branch
PPSO	Personal Property Shipping Office
RSMO	Regional Storage Management Office
RTM	Requirement Traceability Matrix
SDPP	Formerly DCSPPP - Deputy Chief of Staff for Passenger & Personal Property
SDS	System Design Specification
SRS	Software Requirements Specification
TAM	Traffic Advisory Message
TO	Transportation Office
TOPS	Transportation Operational Personal Property Standard System
UML	Universal Modeling Language
USTRANSCOM	United States Transportation Command

2 USER ACCESS AND REGISTRATION

Users who need access to PPCIG-OL must first register with the Electronic Transportation Acquisition (ETA) system. The system provides a single point of access to SDDC web applications as well as links to other transportation sites.

2.1 User Groups

The PPCIG-OL application is available only to registered personnel from specific user groups, as shown in Figure 2.1-1. Each user group has a prescribed set of access rights (including view, add, update) to some or all of PPCIG-OL.

Figure 2.1-1. Authorized User Groups

User Group	Function
Passenger and Personal Property Support Branch (PPPSB)	Systems Administration support staff who are responsible for ensuring that TOPS, PPQ-Web, PPCIG and other related systems and software applications for the Personal Property group of SDDC are developed, maintained and operational. **HQSDDC personnel only.**
Deputy Chief of Staff for Passenger and Personal Property (SDPP) (formerly DCSPPP)	Functional administrative staff who oversee all functional operations for Passenger and Personal Property at SDDC, and are ultimately responsible for the accuracy of the Consignment Guides created in the PPCIG. **HQSDDC personnel only.**
Area Commands	Transportation administrative staff working at Command centers who are responsible for knowing and maintaining country-specific information. **SDDC AC personnel only.**
Personal Property Shipping Offices (PPSOs)	Provides PPCIG-OL functional administration throughout the world. **PPSO personnel only.**
Regional Storage Management Offices (RSMOs)	Provides functional administration at regional offices throughout the United States. **RSMO personnel only.**
SDDC HQ (formerly SDDC Systems Response Center)	Response Center help desk personnel. **HQSDDC personnel only**
Public	Service personnel worldwide, SDDC personnel, contractors, and general public.

2.2 Web Browser Access

PPCIG-OL is a web-based application, which allows access via the following web browsers:

- Internet Explorer 5.5 and above
- Netscape Communicator 4.7 and above

The application has been designed and implemented to be browser-independent, and does not include features that are specific to a given browser. Users can email a page by utilizing their browsers' email capabilities. For example, to send a page via email in Internet Explorer, from the main menu, select File, Send, and then select Page by Email to email the page. In Netscape, from the main menu, select File and then Send Page to email the page.

2.3 ETA Registration

PPCIG-OL, like most SDDC web applications, is registered at ETA, and therefore requires the users, other than public, to be registered. Users can register at the ETA site according to the following steps:

1. Open your browser and enter the URL for ETA, https://eta.sddc.army.mil.

2. Click on Register for First Time in the upper left corner of the main ETA page.
3. At the New User Registration page, scroll down to the Personal Property section and select the box for PPCIGWEB (Personal Property Consignment Instruction Guide Web Application).
4. Scroll down to the bottom of the page and click on the Generate Request Form button.
5. You will be redirected to a page that displays a user id selected by ETA.
6. Fill out application, choosing the correct user role and submit.
7. Once the PPCIGWEB administrator approves your request, you will receive an email containing your password.

For more about ETA, please visit the ETA Help page at: https://eta.sddc.army.mil/help.asp.

You can register your digital certificate at:
https://eta.sddc.army.mil/portal/certlogin/certregisterstart.asp.

2.4 PPCIG-OL Public User Access

PPCIG-OL, like most SDDC web applications, is registered at ETA, however, public users who do not wish to register with ETA, may access according to the following steps:

1. Open your browser and enter the URL for ETA, https://eta.sddc.army.mil.
2. Click on Personal Property on the left side of the main ETA page.
3. Scroll down and click on Personal Property Consignment Instruction Guide (PPCIG Public).

2.5 PPSO User Login

Users can view the public sections of PPCIG-OL without logging in to the application, they must have valid user ids and passwords generated by ETA, to access the private PPCIG-OL sections.

The steps for logging in to PPCIG-OL are:

1. Open your browser and enter the URL for PPCIG-OL. (For convenience, you can add this URL to your Favorites folder to enable quick access in the future).
2. At the main PPCIG-OL page, click on the "Login" icon. (This will take you to the ETA site).
3. Click on the "Personal Property" link on the upper left corner of the main ETA page.
4. Scroll down the page and click on the link entitled "Personal Property Consignment Instruction Guide Web Application (PPCIGWeb)".
5. Enter your user id and password.
6. Click the Submit button.
7. The main screen will be displayed. Your name (as registered via ETA) and the current date and time will appear in the upper right corner of the PPCIG-OL screen.

2.6 User Logoff

Currently, the ETA authentication function does not interrogate the session cookies of the registered applications. Therefore the only way to logoff the PPCIG-OL application, at this time, is to close the browser.

3 PPCIG-OL APPLICATION

PPCIG-OL was designed for maximum ease of use and user friendliness. The application contains a well-organized navigation bar that allows users to quickly access the desired functions. It also contains context-sensitive help to answer typical user questions.

Navigation. PPCIG-OL is organized by function. Each function is highlighted as a tab in the navigation bar at the top of all of the pages. The main tabs are:

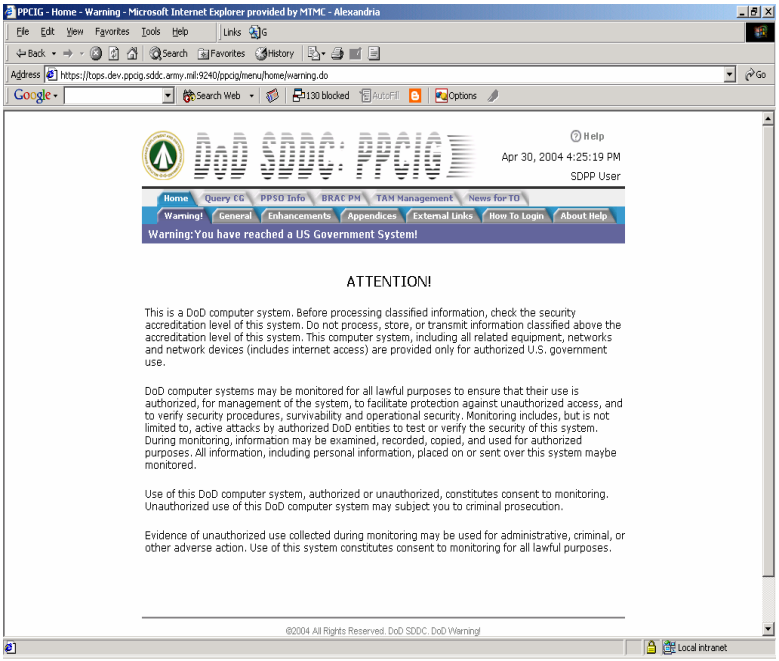
- Home
- Query Consignment Guide (CG)
- PPSO Info
- BRAC Program Management (PM) (This portion of the application is not completed)
- TAM Management
- News for the Transportation Office (TO)

Help. PPCIG-OL contains extensive context-sensitive help screens to guide users through each of the functions. The "Help" icon is located in the upper right portion of each screen, just above the user name and date.

3.1 Home Tab

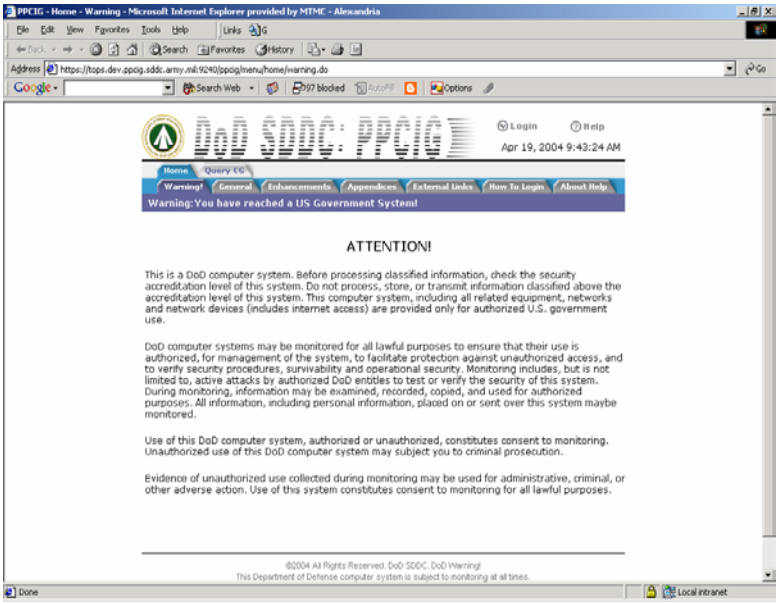
The PPCIG-OL home page is shown in Figure 3.1-1.

Figure 3.1-1. PPCIG-OL Home Page (Registered Users)



The Home page for public users is shown in Figure 3.1-2. A public user is anyone who does not have an ETA-registered user id and password or who chooses not to login to the application. Such users can view the tabs, and associated sub-tabs, for Home and Query CG.

Figure 3.1-2. PPCIG-OL Home Page (Public Users)



3.1.1 Warning Sub-Tab

The Warning page (home page default) is shown above in Figures 3.1-1 and 3.1-2.

3.1.2 General Sub-Tab

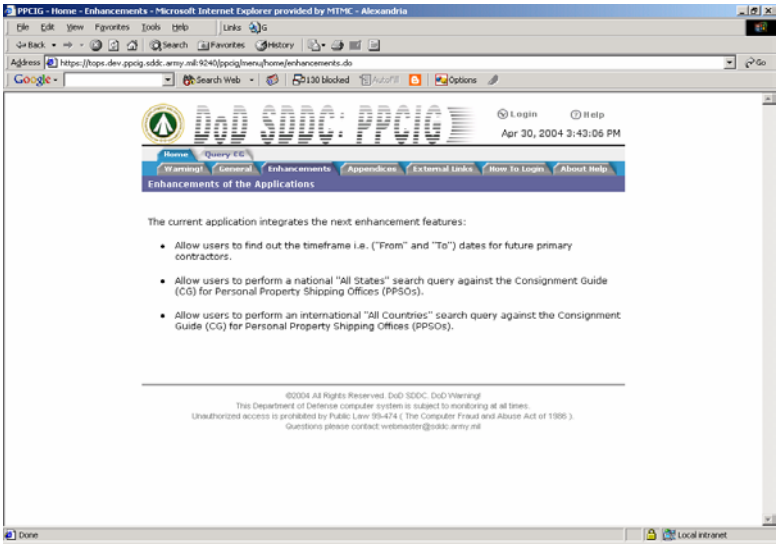
The General page presents a general description of the PPCIG-OL application.

Figure 3.1.2-1. General Page

3.1.3 Enhancements Sub-Tab

The Enhancements page presents a list of possible enhancements, highlighted in Section 1.4, that have been discussed by the members of the user groups. These enhancements can be considered for implementation in future versions of PPCIG-OL.

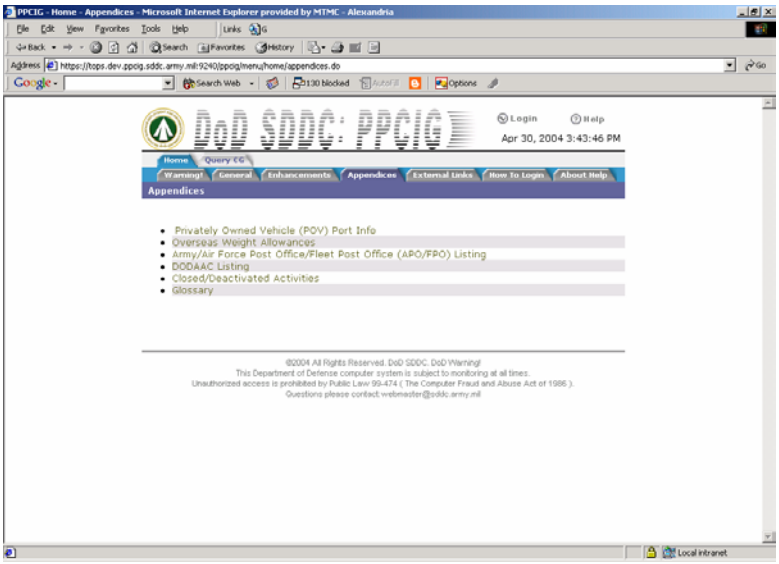
Figure 3.1.3-1. Enhancements Page



3.1.4 Appendices Sub-Tab

The Appendices page presents several hyperlinks to internal SDDC documentation. These documents can be used as references for PPCIG-OL users.

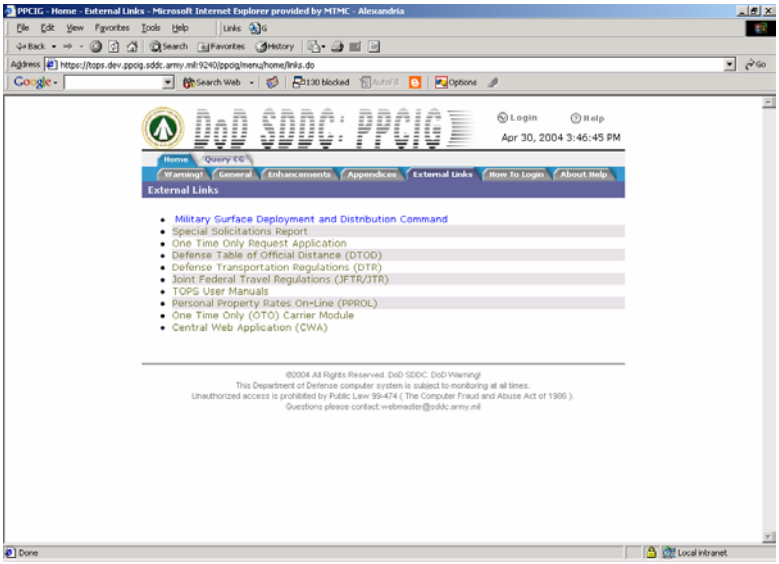
Figure 3.1.4-1. Appendices Page



3.1.5 External Links Sub-Tab

The External Links page presents several hyperlinks to external sites, including the Defense Table of Distances (DTOD) and the Defense Transportation Regulations (DTR).

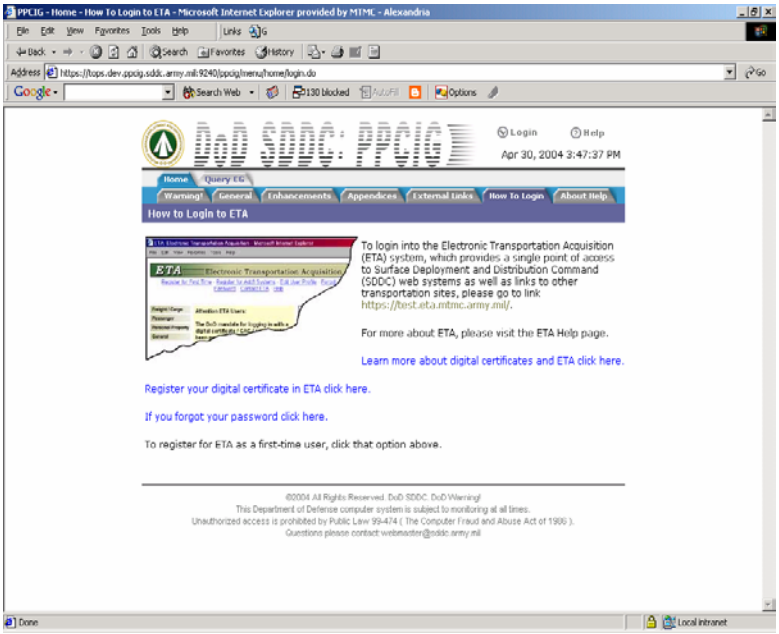
Figure 3.1.5-1. Links to External Sites



3.1.6 How to Login Sub-Tab

Users can login to PPCIG-OL, using their browsers, by having a valid userid and password issued through the Electronic Transportation Acquisition (ETA) system. As described in Section 2.3, the ETA system provides a single point of access to SDDC web systems as well as links to other transportation sites. Figure 3.1.6-1 highlights the instructions for ETA registration.

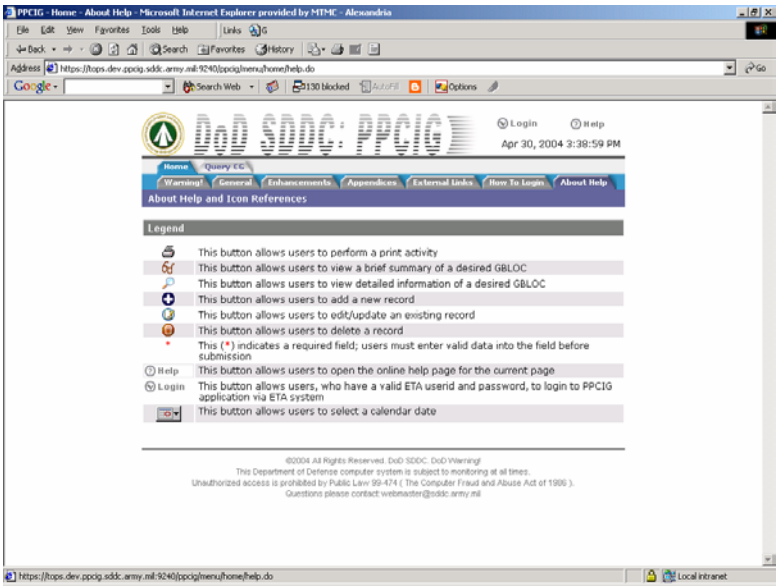
Figure 3.1.6-1. How to Login Page



3.1.7 About Help Sub-Tab

The About Help page, shown in Figure 3.1.7-1 illustrates the buttons that are used throughout the PPCIG-OL application. These include “Print”, “Details”, “Add”, “Edit”, and “Delete”. There are also command buttons for selecting “Calendar” dates, “Login”, and Online “Help” functions.

Figure 3.1.7-1. About Help Page



3.2 Query CG Tab

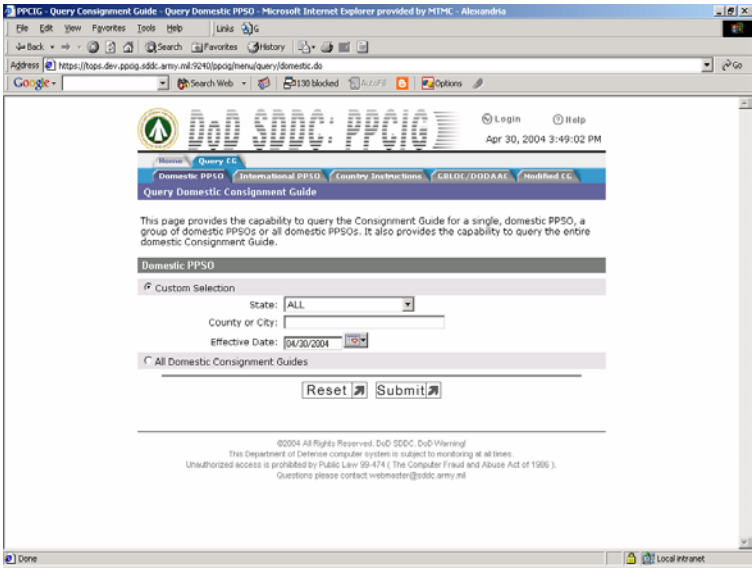
The Query Consignment Guide (CG) tab consists of the following sub-tabs: Domestic PPSO, International PPSO, Country Instruction, GBLOC/DODAAC, and Modified CG.

3.2.1 Domestic PPSO Sub-Tab

This sub-tab allows users to query the CG for Domestic PPSO instructions by selecting "Custom Selection" or "All Domestic Consignment Guides" and by following the steps in Figure 3.2.1-1.

When selecting the Custom Selection radio button, users may use the " %" as a wildcard search. For example, if users enter "L%", the query will return all counties/cities that begin with the letter 'L' for which the PPSO is responsible. If users enter "%L", the query will return all counties/cities that end with the letter 'L' for which the PPSO is responsible. In addition, if users enter "%L%", the query will return all counties/cities containing the letter 'L' for which the PPSO is responsible. The search feature in PPCIG application is not case sensitive.

Figure 3.2.1-1. Domestic PPSO Page



Custom Selection

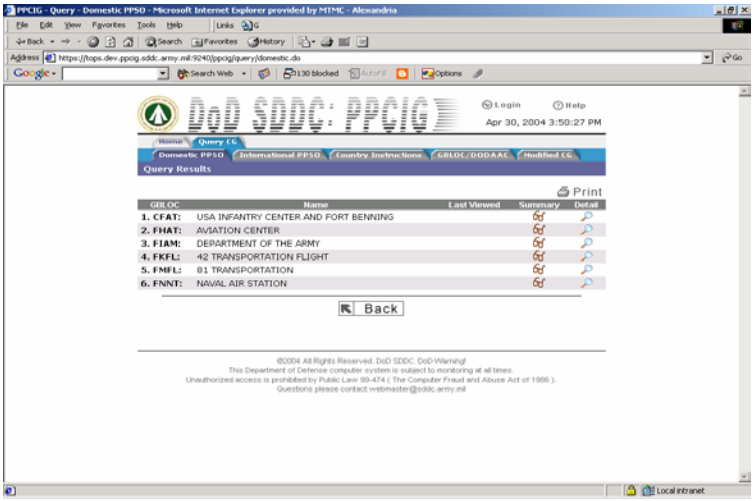
1. Select the Custom Selection radio button (default)
2. Select the state using the pull down menu.
3. Enter the city or county if appropriate
4. Select the effective date if applicable.
5. Click the Submit button.

All Domestic Consignment Guides

1. Select the All Domestic Consignment Guides radio button
2. Click the Submit button

Figure 3.2.1-2, presents the results of the query. The screen also enables users to view the summaries or details of the instruction, by clicking on the appropriate icon.

Figure 3.2.1-2. Instructions for Domestic Shipping Offices



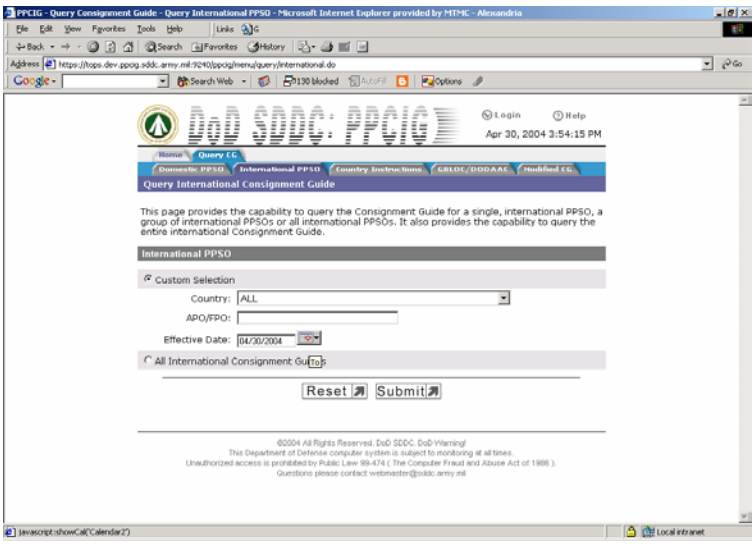
Review Instructions

1. The results of the query show instructions for domestic shipping offices for a given state.
2. Click the Summary (glasses) button to see a summary of the instructions.
3. Click the Details button (magnifying glass) to see the detailed instructions.
4. Click the Back button to return to this page.

3.2.2 International PPSO Sub-Tab

This sub-tab allows users to query the CG for International PPSO instructions by selecting "Custom Selection" or "All International Consignment Guides" and following the steps in Figure 3.2.2-1.

Figure 3.2.2-1. International PPSO Page



Custom Selection

1. Select the Custom Selection radio button (default)
2. Enter the country or APO/FPO.
3. Select the effective date if applicable.
4. Click Submit.

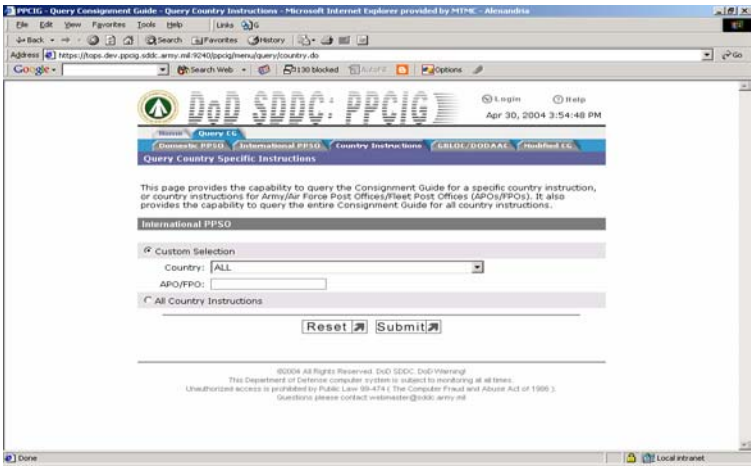
All International Consignment Guides

1. Select the "All International Consignment Guides" radio button.
2. Click Submit.

3.2.3 Query Country Instruction Sub-Tab

This sub-tab allows ALL users to query the country instructions by selecting "Custom Selection" or "All Country Instructions" and following the steps in Figure 3.2.3-1.

Figure 3.2.3-1. Query Country Instruction Page



Custom Selection
1. Select the "Custom Selection" radio button (default).
2. Enter the country or APO/FPO.
3. Click Submit.

All Country Instructions
1. Select the "All Country Instructions" radio button.
2. Click Submit.

As before (in Section 3.2.1), the query will return the requested results. Users will then be able to view the details, by clicking on the appropriate buttons.

3.2.4 GBLOC/DODAAC

This sub-tab allows users to query the instructions by GBLOC or DODAAC and following the steps in Figure 3.2.4-1.

Figure 3.2.4-1. Query CG by GBLOC or DODAAC Page

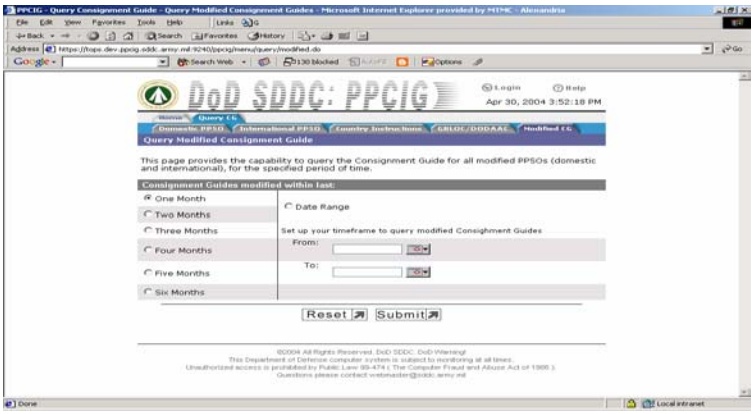
Query CG
1. Click the GBLOC or DODACC radio button.
2. Enter the desired GBLOC or DODAAC.
3. Click Submit.

As before (in Section 3.2.1), the query will return the requested results. Users will then be able to view the summary and details, and edit the details of their PPSO only, by clicking on the appropriate buttons.

3.2.5 Modified CG

This sub-tab allows users to query the instructions that have been modified for a selected time period by selecting the desired dates and following the steps in Figure 3.2.5-1.

Figure 3.2.5-1. Modified CG Page



Monthly Time Period
1. Select the desired period from "One Month" to "Six Months".
2. Click Submit.

Date Range
1. Enter the "From" and "To" dates.
2. Click Submit.

As before (in Section 3.2.1), the query will return the requested results. Users will then be able to view the summary and details, and edit the details, by clicking on the appropriate buttons.

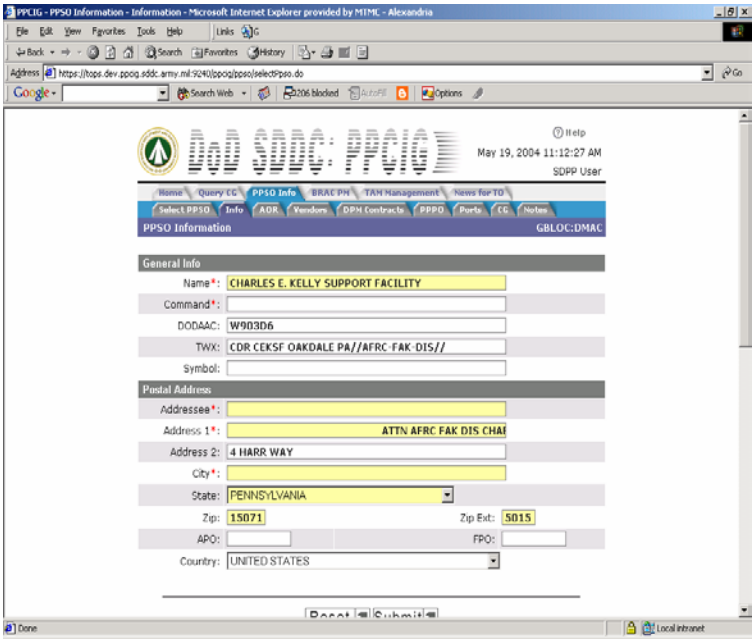
3.3 PPSO Info Tab

The PPSO Info tab consists of the following sub-tabs: Select PPSO, Info, AOR, Vendors, DPM Contracts, PPPO, Ports, CG, and Notes.

3.3.1 Info Sub-Tab

This sub-tab allows a user to update the PPSO home information, as shown in Figure 3.3.1-1. If your GBLOC is not in the PPCIG-OL database, you must send a request to ppcig@sddc.army.mil to have it added to the database.

Figure 3.3.1-1. Update PPSO Information Page



Update General Info

1. Enter or modify the appropriate data in the fields. (Red asterisk * denotes a required field).
2. Click Submit to update this record.

Add/Edit/Delete PPSO's Email, Phone, and Fax (lower screen)

1. Click the Edit button
2. If adding, add information as needed and click the Add icon.
3. If editing, modify data as needed then click the Submit button.
4. If deleting, click the Delete icon.
5. Click OK then click the Back button to return.
6. Once complete with changes, click submit to finalize.

a. When entering the installation name, use the actual name (i.e. Fort Bragg, NC; Scott AFB, IL; or JPPSO-COS, CO), not the unit name (i.e. 834th US Army Transportation Battalion or 42 Logistics Readiness Flight).

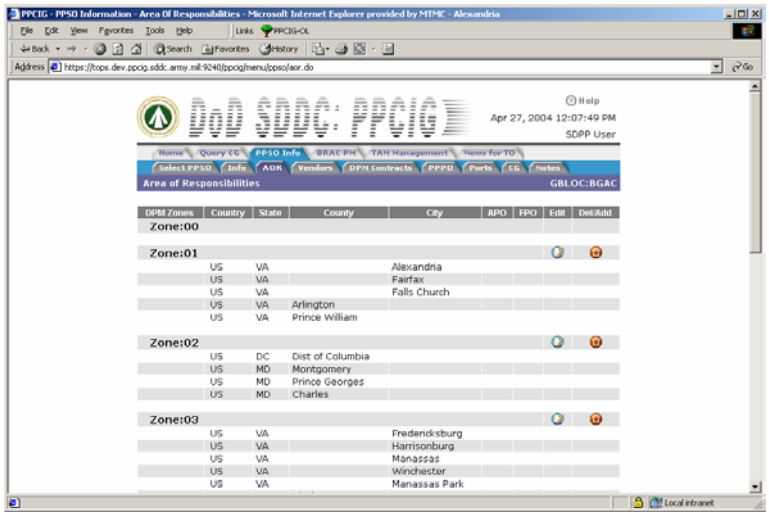
b. **DO NOT** enter personal names, email addresses or phone numbers. Generic information only.

c. When entering CONUS commercial phone numbers you must enter a 1 in the Country column.

3.3.2 AOR Sub-Tab

This sub-tab displays the Area of Responsibilities (AOR) by DPM Zone, State, County/City, and APO/FPO as shown in Figure 3.3.2-1

Figure 3.3.2-1. AOR Page



Edit Zone
1. Click the Edit icon
2. Use the arrow buttons (>>> and <<<) to reassign the counties, cities or APO/FPO's as appropriate.
3. Click Submit.

Delete Zone
1. Click the Delete icon
2. Click OK.

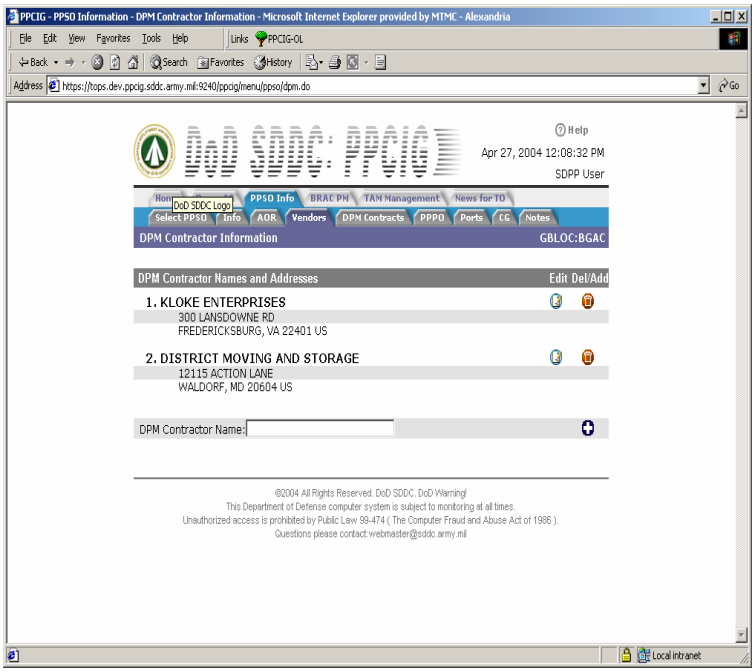
Add Zone
1. Enter new Zone #.
2. Click the Add button
3. Choose newly added Zone from listing.
4. Click the Edit button.
5. Assign county, city or APO/FPO
6. Click Submit.

a. Whether you are adding or editing a zone, the county, city or APO/FPO to be added or moved must be present in Zone 00. If the county, city or APO/FPO is missing as a choice from your AOR entirely, you must send a request to ppcig@sddc.army.mil to have it added to the database and your Zone 00.

3.3.3 Vendors Sub-Tab

This sub-tab displays the list of assigned DPM contractors (vendors), as shown in Figure 3.3.3-1. It allows PPSO users to add edit, and delete contractors for their GBLOC only.

Figure 3.3.3-1. Vendors Page



Add Record
1. Enter a vendor name in the DPM Contractor Name field.
2. Click the Add icon.
3. Enter the required information
4. Click Submit.

Add/Edit/Delete Vendor's Email, Phone, and Fax
1. Click the Edit button
2. If adding, add information as needed and click the Add icon Then, click the Back button to return
3. If editing, modify data as needed then click the Submit button.
4. If deleting, click the Delete icon.
5. Click OK then click the Back button to return.

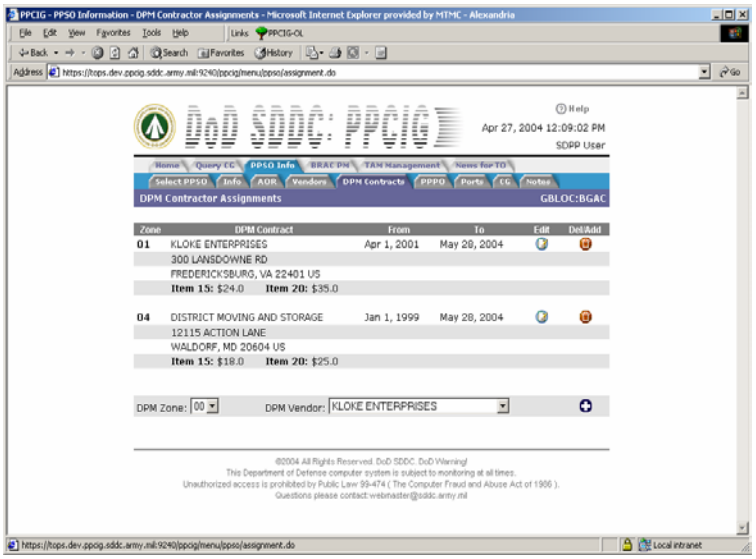
a. The Addressee field is a mandatory field at this time, so you must enter information in this field.

b. When entering CONUS commercial phone numbers you must enter a 1 in the Country column.

3.3.4 DPM Contracts Sub-Tab

This sub-tab displays the DPM contractor assignments, as shown in Figure 3.3.4-1. The data is organized by zone, contractor name, “from” date, and “to” date.

Figure 3.3.4-1. DPM Contracts Page



Edit Record
1. Click the Edit icon next to the Zone you want to Edit
2. Enter or modify the appropriate data in the fields. (Red asterisk * denotes a required field).
3. Click Submit.

Delete Record
1. Click the Delete icon
2. Click OK.

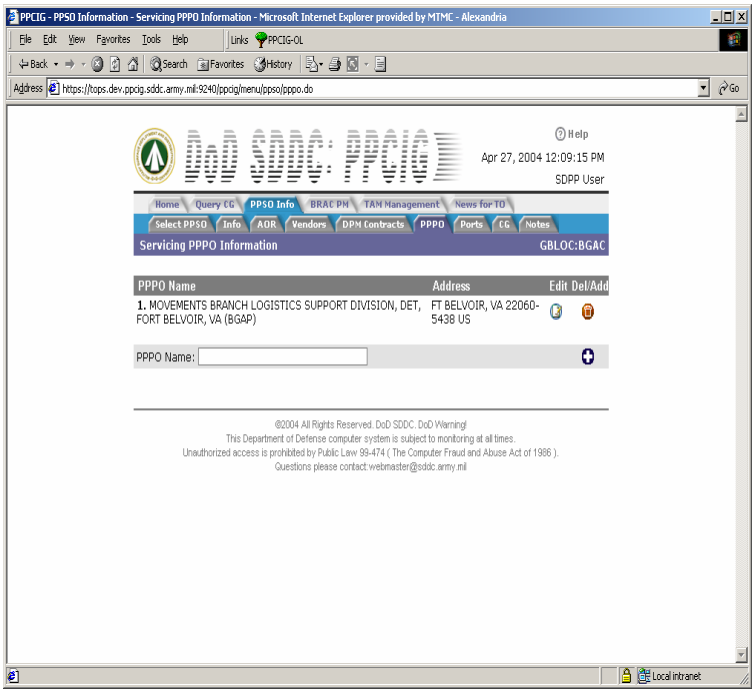
Add Record
1. Choose the appropriate Zone # and the DPM Vendor name.
2. Click the Add button
3. Enter the required information
4. Click Submit.

a. Before you can add a DPM Contract, you must make sure that you have added the DPM Vendor.

3.3.5 PPPO Sub-Tab

This sub-tab displays the Servicing PPPO page, as shown in Figure 3.3.5-1.

Figure 3.3.5-1. PPPO Page



Add Record
1. Enter a PPPO name in the PPPO Name field.
2. Click the Add icon
3. Enter the required information
4. Click Submit.

Add/Edit/Delete PPPO's Email, Phone, and Fax
1. Click the Edit button
2. If adding, add information as needed and click the Add icon Then, click the Back button to return
3. If editing, modify data as needed then click the Submit button.
4. If deleting, click the Delete icon.
5. Click OK then click the Back button to return.

a. When entering the installation name, use the actual name (i.e. Fort Bragg, NC; Scott AFB, IL; or JPPSO-COS, CO), not the unit name (i.e. 834th US Army Transportation Battalion or 42 Logistics Readiness Flight).

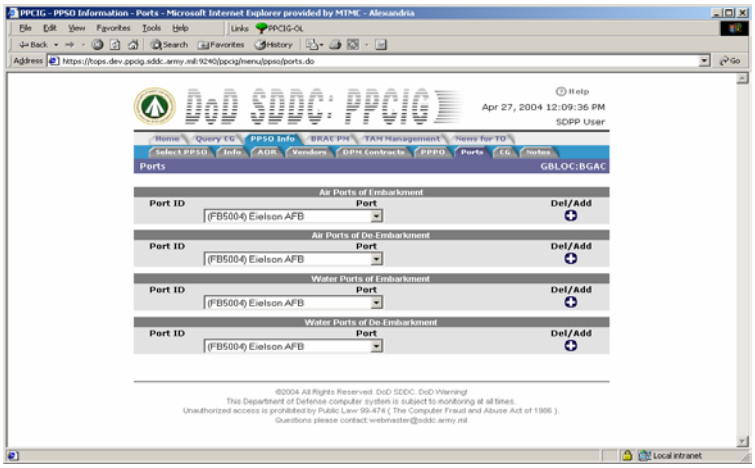
b. **DO NOT** enter personal names, email addresses or phone numbers. Generic information only.

c. When entering CONUS commercial phone numbers you must enter a 1 in the Country column.

3.3.6 Ports Sub-Tab (International Only)

This sub-tab displays port information, including: Air Ports of Embarkation, Air Ports of De-Embarkation, Water Ports of Embarkation, and Water Ports of De- Embarkation. The port information is shown in Figure 3.3.6-1.

Figure 3.3.6-1. Ports Page



Delete Record
1. Click the Delete/Add icon
2. Click the Delete icon
3. Click OK.

Add Record
1. Click the Delete/Add icon
2. Select the desired port from the pull-down menu
3. Click the Add button
4. Enter the required information
5. Click Submit.

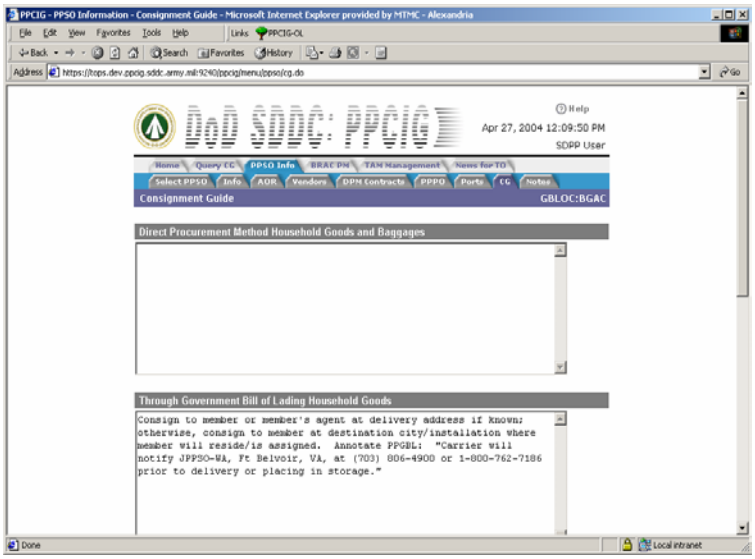
a. If your Port is not in the PPCIG-OL database, you must send a request to ppcig@sddc.army.mil to have it added to the database.

b. In order to enter a port you must first have AOR's. If you have not entered any AOR's, the Ports tab will not appear.

3.3.7 CG Sub-Tab

This sub-tab displays Consignment Guide (CG) information, including: Direct Procurement Method Household Goods and Baggage, Government Bill of Lading Household Goods, High Value Personal Property, and Parcel Post Personal Property. The CG information is shown in Figure 3.3.7-1.

Figure 3.3.7-1. CG Page

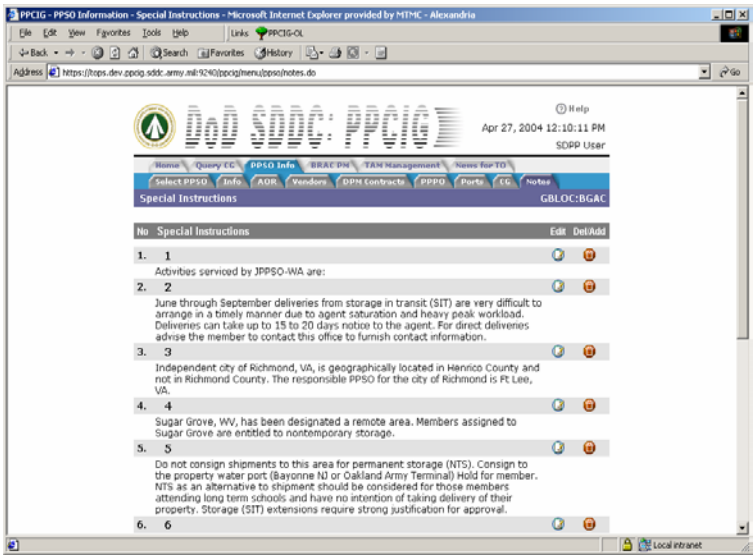


Edit Records
1. Enter or modify the appropriate data in the fields.
2. Click Submit.

3.3.8 Notes Sub-Tab

This sub-tab displays the special instructions page, as shown in Figure 3.3.8-1.

Figure 3.3.8-1. Notes Page



Edit Record
3. Click the Edit icon
4. Enter or modify the appropriate data in the fields. (Red asterisk * denotes a required field).
5. Click Submit.

Delete Record
1. Click the Delete icon
2. Click OK.

Add Record
1. Click the Add button
2. Enter the required information
3. Click Submit.

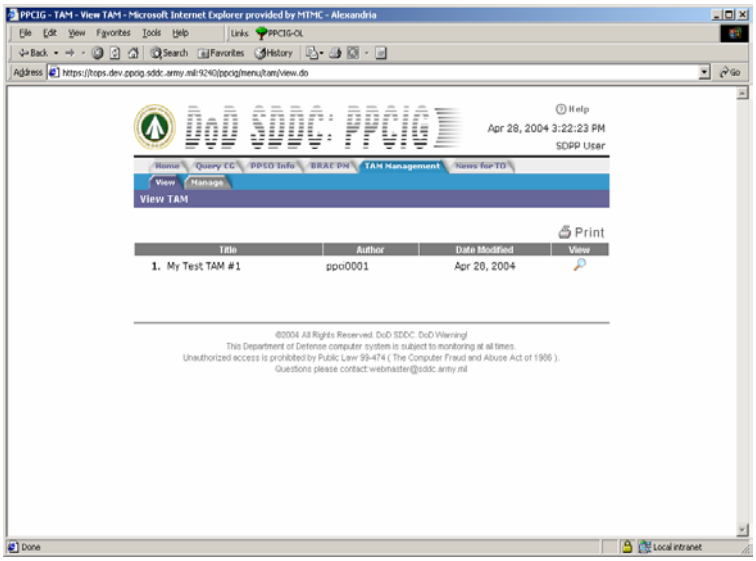
3.4 TAM Management Tab

The Traffic Advisory Message (TAM) Management tab consists of the following sub-tab: View.

3.4.1 View Sub Tab

This sub-tab allows the users to view the current TAMs, as shown in Figure 3.4.1-1.

Figure 3.4.1-1. View TAM Page



View
Click the View sub-tab to view the existing TAMs. (Non-SDPP users automatically see the View sub-tab, so there is no need to click on it).

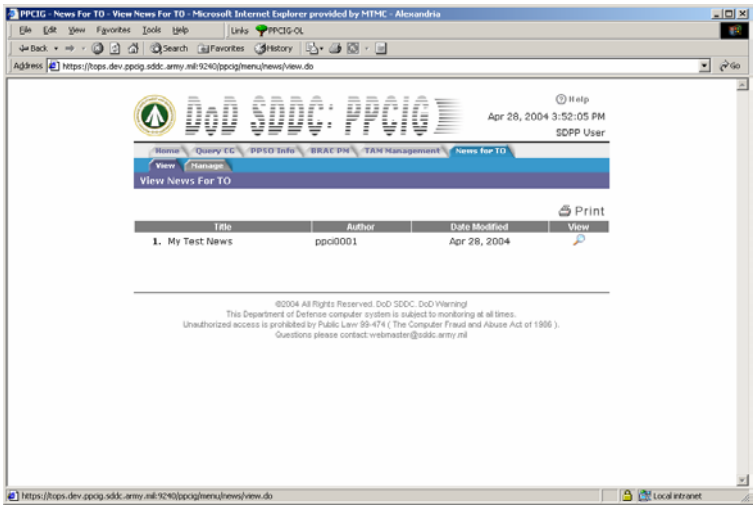
3.5 News for Transportation Office (TO) Tab

The News for Transportation Office (TO) tab consists of the following sub-tabs: View and Manage.

3.5.1 View Sub-Tab

This sub-tab allows the users to view the current TAMs, as shown in Figure 3.5.1-1.

Figure 3.5.1-1. View News for TO Page



View
Click the View sub-tab to view the existing TAMs.