JOINT PROGRAM MANAGEMENT OFFICE FOR HOUSEHOLD GOODS SYSTEMS (JPMO HHGS)

DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

FINAL
SHIPMENT MANAGEMENT USER GUIDE
TRANSPORTATION SERVICE PROVIDER (TSP) EDITION
Version 05

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1 SHIPMENT MANAGEMENT AT A GLANCE

HOW TO LOG IN TO THE DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

To gain access to DPS, Transportation Service Provider (TSP) users must register through the Military Surface Deployment and Distribution Command (SDDC) Electronic Transportation Acquisition (ETA). ETA authenticates the user of the system and assigns DPS access privileges based upon role. To access DPS, visit www.move.mil.

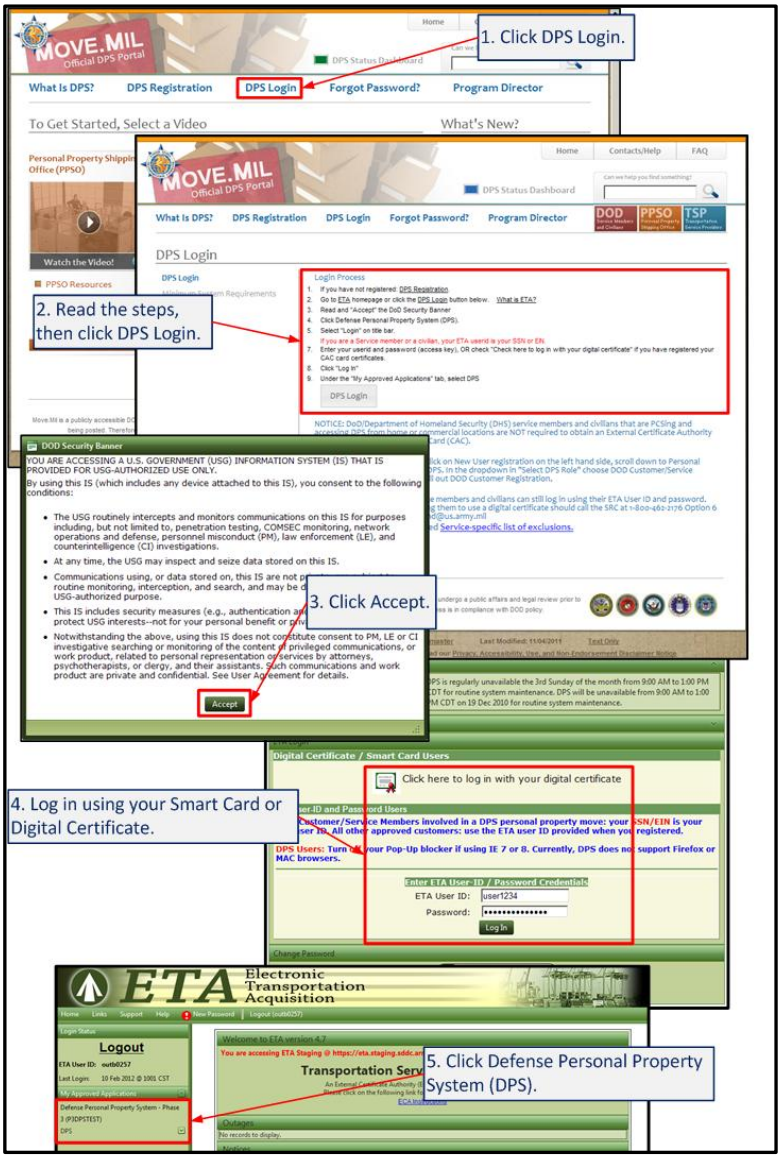
1. In a web browser, go to www.move.mil, then click the ***DPS Login*** link.

2. Review the Login Process instructions, and then click the DPS Login button.

3. Review the Department of Defense (DoD) Security Banner and then click the Accept button to accept the terms of use.

4. Complete the ETA login process using your digital certificate.

5. Click **Defense Personal Property System (DPS)** under My Approved Applications. ETA will send you to the DPS Home page. Click the **Shipment Management** tab near the top of the screen.

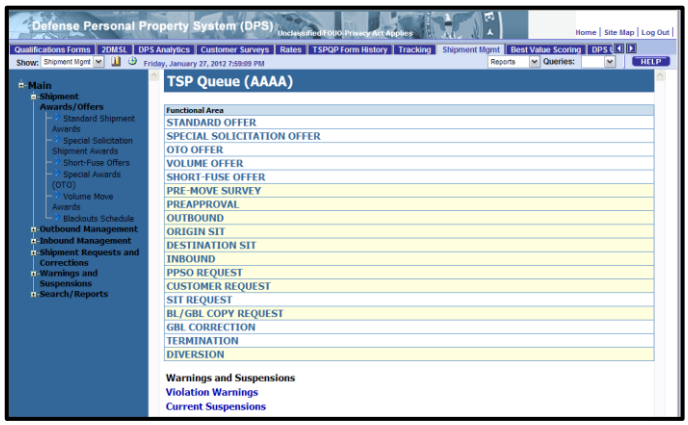


HOW TO ACCEPT A SHIPMENT

SEE SECTION 4.1

Shipments are awarded based on the blackout schedule and current Best Value Score (BVS) for each TSP, which is periodically computed by DPS, or for Short-Fuse shipments, offered to all qualifying TSPs. To access the correct queue of shipments, click the following on the main TSP Queue:

- For Standard Shipments, click the *Standard Offer* link.
- For Special Solicitation Shipments, click the *Special Solicitation Offer* link.
- For Volume Move Shipments, click the *Volume Offer* link.
- For Short-Fuse Shipments, click the *Short-Fuse Offer* link.



After you have accessed the correct queue for the shipment type you want to accept, follow the instructions below.

Note that although only the Standard Shipment screen shots and terminology are used, the same procedure applies to accepting any shipment.

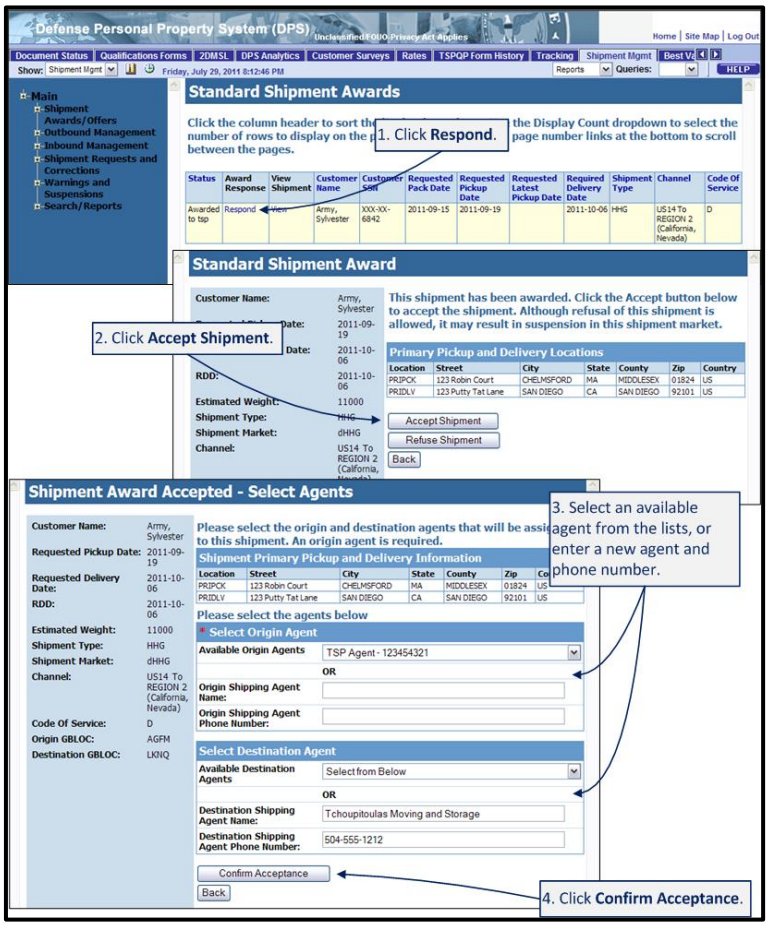
To Accept a (Standard) Shipment:

1. On the Standard Shipment Awards queue, find an award offer, and click **Respond**.

2. On the Standard Shipment Award page, click the Accept Shipment button.

3. Select existing agents in the **Available Origin Agents** and **Available Destination Agents** lists, or enter new agents using either the **Origin Shipping Agent Name** and **Origin Shipping Agent Phone Number** fields, or the **Destination Shipping Agent Name** and **Destination Shipping Agent Phone Number** fields.

4. After you have selected agents, click the Confirm Acceptance button.



HOW TO REFUSE A SHIPMENT

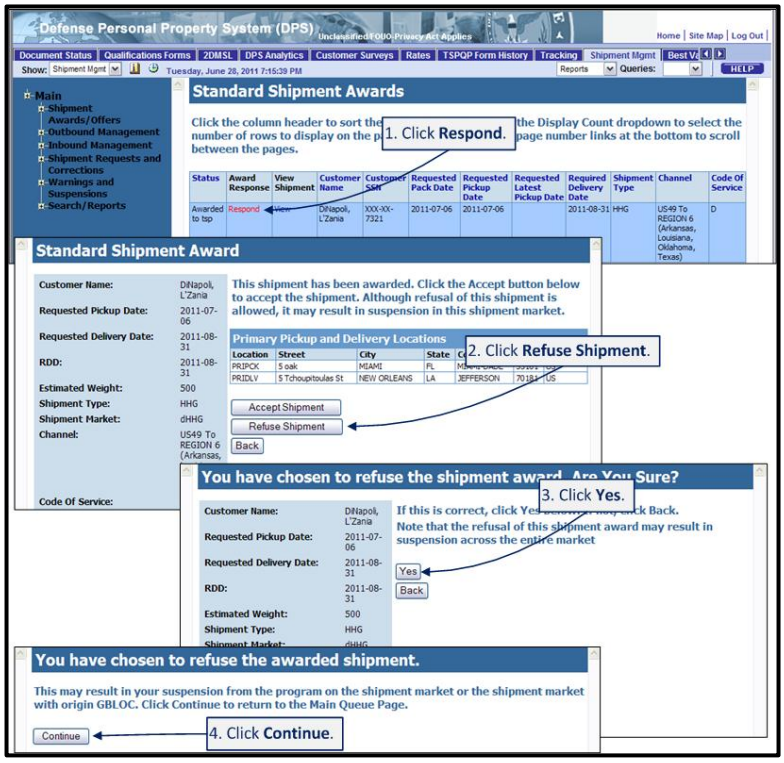
SEE SECTION 4.1

DPS allows only TSP Master, TSP Administrator, and TSP Operations user roles to refuse a Volume Move shipment. To refuse a shipment, you must access it in the correct queue. To access the correct queue of shipments, click the following on the main TSP Queue:

- For Standard Shipments, click the *Standard Offer* link.
- For Special Solicitation Shipments, click the *Special Solicitation Offer* link.
- For Volume Move Shipments, click the *Volume Offer* link.
- For Short-Fuse Shipments, click the *Short-Fuse Offer* link.

Note: Refusal of a shipment may result in a market suspension.

After you have accessed the correct queue for the shipment type you want to accept, follow the instructions below. Note that although only the Standard Shipment screen shots and terminology are used, the same procedure applies to refusing any shipment.



To refuse a (Standard) shipment:

1. In the **Award Response** column, click **Respond** in the row of the shipment you would like to respond to.

2. After reviewing the details of the shipment on the Volume Move Shipment Award page, click the Refuse Shipment button.

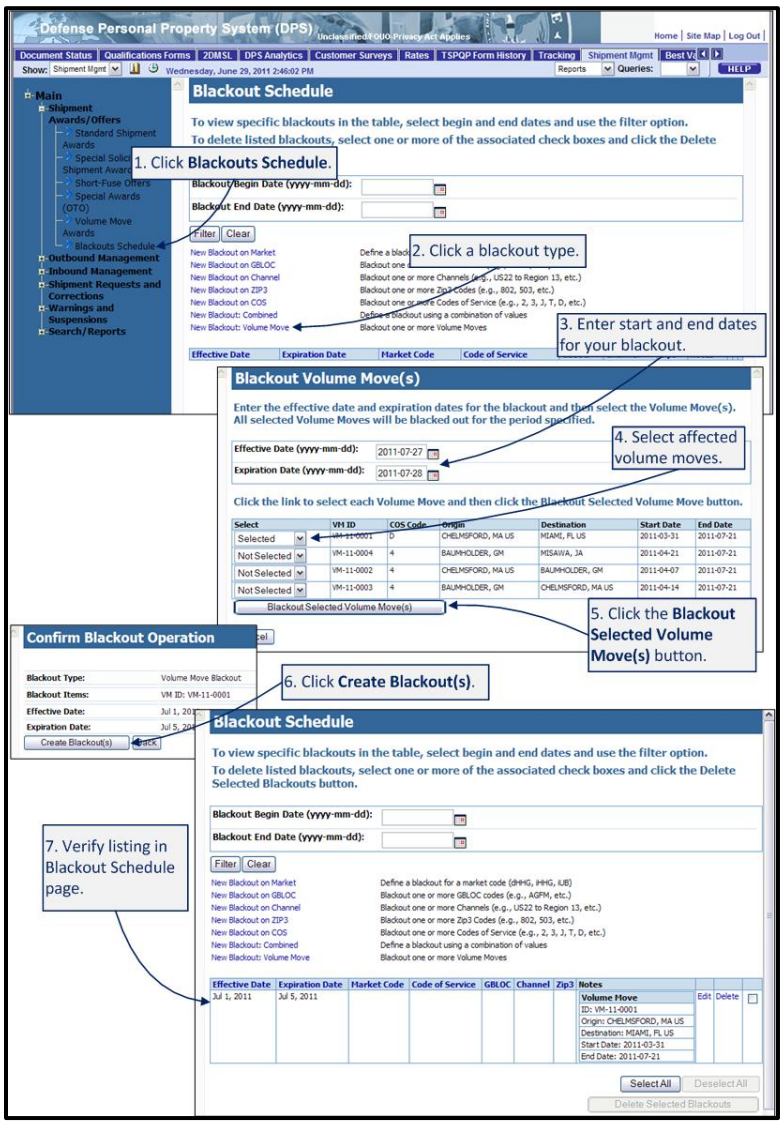
3. Click the Yes button to verify that you are refusing the shipment.

4. Click the Continue button to acknowledge the suspension warning and proceed to the main TSP Queue page.

HOW TO CREATE A NEW BLACKOUT SEE SECTION 5.1

A blackout may now be created on a Market, Government Bill of Lading Office Code (GBLOC), Channel, Zip3, Code of Service (COS), a combination of two or three of the above, or a Volume Move. DPS allows only TSP Master and TSP Operations user roles to create a new blackout. To create a blackout for a Volume Move, you must have an accepted bid on that Volume Move, and only those Volume Moves for which you have an accepted bid will be displayed as options in the Blackout Volume Move(s) page. Creating a blackout on a COS, Zip3, or any other value will not also blackout a Volume Move on that Code of Service, GBLOC, etc. Likewise, creating a blackout for a listed Volume Move, DPS will not blackout all business for the channel, Zip3, etc. associated with the Volume Move.

To create a new blackout:



1. On the **Shipment Management** tab, in the navigation tree under **Shipment Awards/Offers**, click *Blackouts Schedule* to access the Blackout Schedule page.

2. Click the link for the type of blackout you would like to create. In this example, we will create a blackout on a Volume Move, so we will click the *New Blackout for Volume Move* link. After you have accessed the correct page for the blackout type you want to create, follow the instructions below. Note that although only the Volume Move Blackout screen shots and terminology are used, the same procedure applies to creating any type of blackout.

3. On the Blackout Volume Move(s) page, enter start and end dates for your blackout in the **Effective Date** and **Expiration Date** fields.

4. In the **Select** lists, click **Selected** for each affected volume move. (You can select one, multiple, or even all of your Volume Moves.)

5. Click the Blackout Selected Volume Move(s) button.

6. Review the listed data in the Confirm Blackout Operation page, and then click the Create Blackout(s) button.

7. Verify that your new blackouts are listed correctly on the Blackout Schedule page.

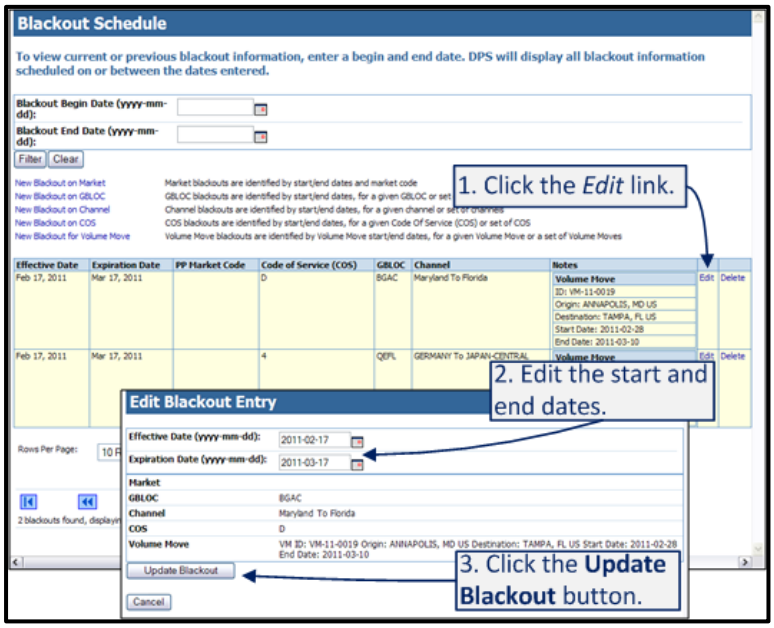
HOW TO EDIT A BLACKOUT

SEE SECTION 5.10

DPS allows only TSP Master and TSP Operations user roles to edit blackouts.

To edit a blackout:

1. On the Blackout Schedule page, click the *Edit* link for the blackout you want to edit.
2. On the Edit Blackout Entry page, edit the start and end dates in the **Effective Date** and **Expiration Date** fields.
3. Click the Update Blackout button.
4. Verify that your blackouts are listed correctly on the Blackout Schedule page.



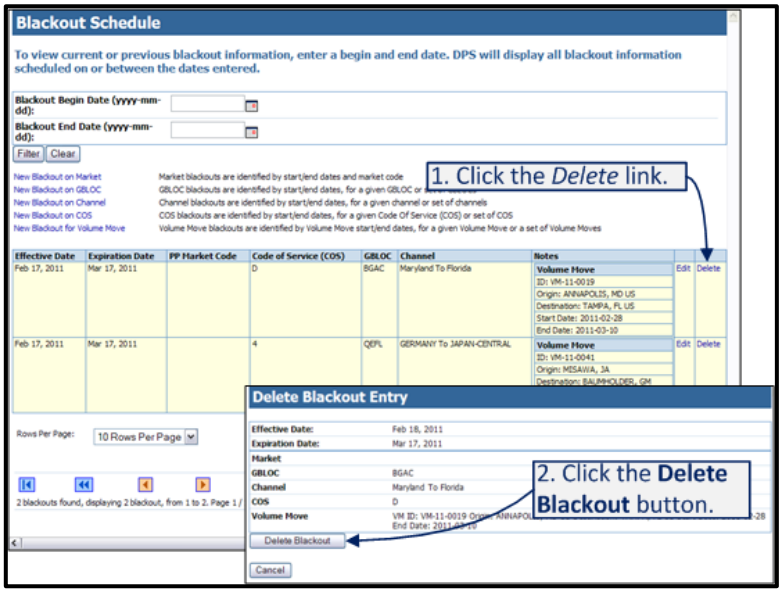
HOW TO DELETE A BLACKOUT

SEE SECTION 5.11

DPS allows only TSP Master and TSP Operations user roles to delete blackouts.

To delete a blackout:

1. On the Blackout Schedule page, click the *Delete* link for the blackout you want to edit.
2. Review the listed data in the Delete Blackout Entry page, and then click the Delete Blackout button.
3. Verify that your blackout is not present on the Blackout Schedule page.



2 INTRODUCTION

This guide provides TSP users with an overview of shipment management functions. Access to specific functions varies, depending on the rights assigned to the user.

The DPS is accessible via the Internet. To access DPS, request an SDDC ETA user account. For information about ETA, to request access to DPS, and to access DPS using an ETA account, visit: https://eta.sddc.army.mil/.

After entering a User Identification (ID) and password in the ETA system, select the Personal Property option to access the DPS Welcome Page. Screen content varies depending on user role; the examples found in this guide show the TSP Master pages unless noted otherwise.

2.1 DPS WELCOME PAGE

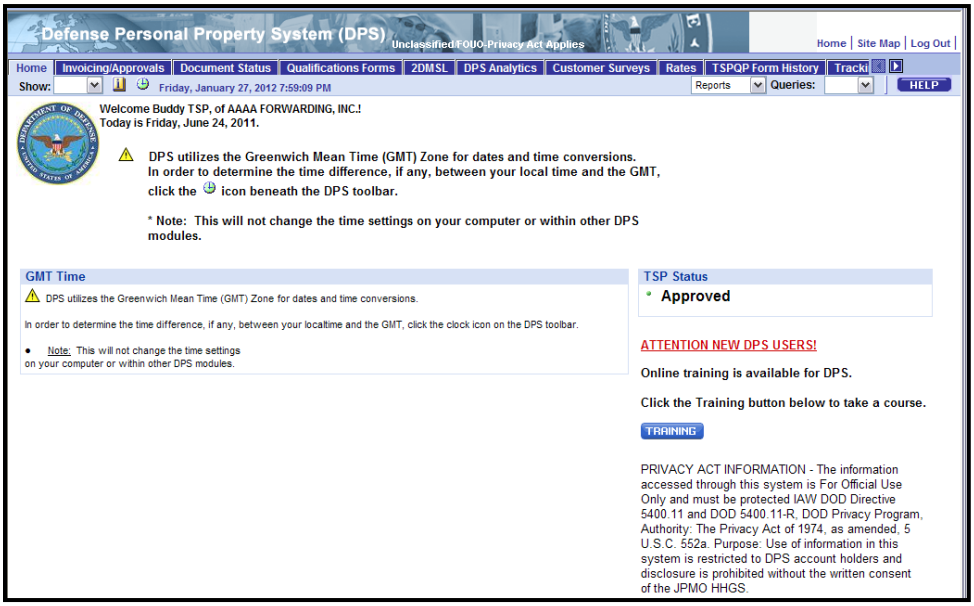


Figure 2-1. DPS Welcome Page

The DPS Welcome Page as shown in Figure 2-1 presents the user name and affiliated TSP. The page also contains a series of navigation tabs across the top of the page used to access various modules in DPS. To continue, click the **Shipment Management** tab to access the TSP Queue page (Figure 3-1). The arrow icons on the right side of the tabs are used to scroll through the options – users may need to scroll to the right to access the **Shipment Management** tab.

2.2 SYSTEM E-MAILS

The DPS system will send e-mails to all interested parties when the following events occur to a shipment: shipment offer accepted, pickup, reweigh, placed into SIT, scheduled delivery date is within three days, record is changed. E-mail notification of record change may be due to changes to any of the following: pickup address, in-transit address, delivery address, primary phone number, e-mail address, planned pack date, planned pickup date, required delivery date, planned delivery date, releasing agent, receiving agent.

3 GENERAL NAVIGATION GUIDELINES

Shipment Management workflows are accessed using either menu items in the left navigation or links in the TSP Queue. Key functional areas are listed on the right side of the TSP Queue page, and topics are listed in the main navigation tree on the left side of the page. Topics in the navigation tree are organized under six menus. **Shipment Awards/Offers** is used to accept shipments and define blackouts. **Outbound Management** is used to manage pre-move surveys and preapprovals. **Inbound Management** is used to update status and arrival information. **Shipment Requests and Corrections** is used to monitor requests and update records. **Warnings and Suspensions** is used to view warning and suspension information. **Search/Reports** is used to look up records and view data.

Each topic is represented as a menu on the main navigation tree. Click the associated PLUS SIGN (+) to open the menu and access menu items. Note that Storage In Transit (SIT) tasks are found in Outbound and Inbound Management.

3.1 TSP QUEUE

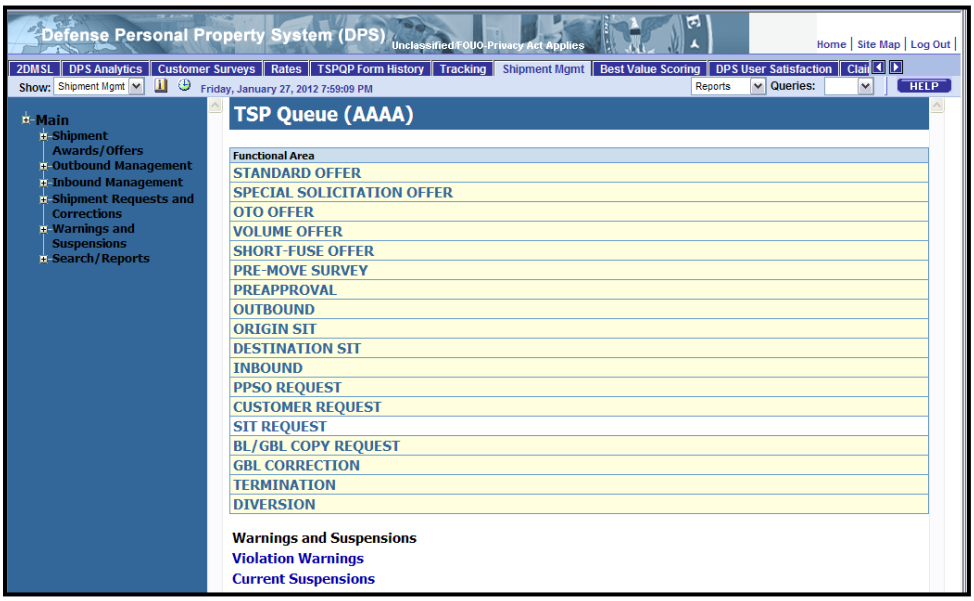


Figure 3-1. Shipment Management TSP Queue Page

The main page is titled "TSP Queue" and presents your Standard Carrier Alpha Code (SCAC). This page provides a list of shipment queues tailored to your role and responsibilities. Different Shipment Management functions, such as responding to awards and pickup and delivery management, have their own main pages. Select from the various links to access pages used to support tasks associated with the most common Shipment Management activities. To return to the TSP Queue page at any time, click the *Main* menu heading on the navigation tree.

In the navigation tree, open the Shipment Awards/Offers menu, and click *Standard Shipment Awards* to view the Standard Shipment Awards page (Figure 3-2).

3.2 VIEW STANDARD SHIPMENTS

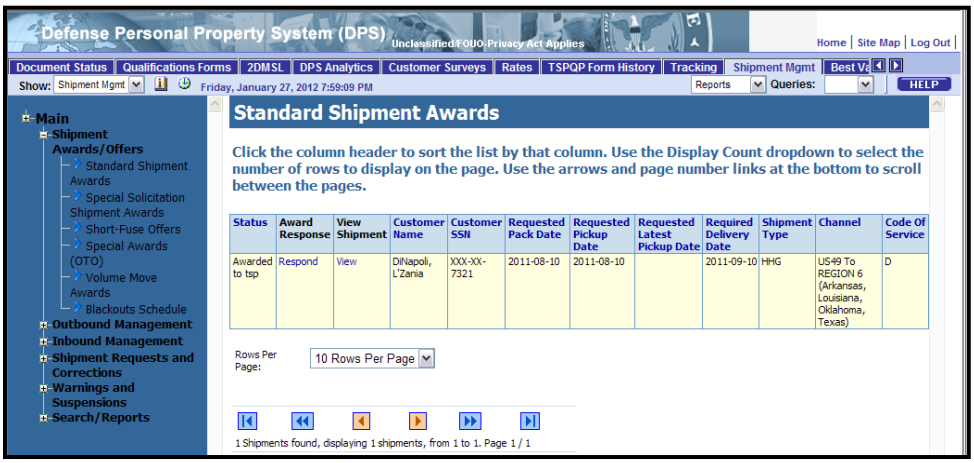


Figure 3-2. Standard Shipment Awards Page: View Link

On the Standard Shipment Awards page, each row in the table represents a shipment record that has been awarded to you. This page presents relevant information and links used to view shipment details and respond to shipment awards. The process of accepting shipments is introduced in Section 4, Awards/Offers. By default, shipments are sorted by status and customer name. To sort by other criteria, click any blue column name to sort in ascending or descending order (e.g., click on the Customer SSN, a date field, shipment type, channel or code of service to sort the records).

In the View Shipment column, use the *View* link to access shipment information in a read-only mode, depending on the status of the shipment and user role system privileges. On other similar pages, a *View/Edit* link may be visible after the shipment has been accepted. The View/Edit link is used to access shipment information in an update mode (some data can be edited). The View/Edit Shipment Information page contains a summary of customer and shipment details (Figure 3-3).

Note: The term "**Bluebark**" may appear as a value associated with a shipment in DPS. This term, which appears in a bold red font, indicates the shipment is for a deceased service member.

3.3 VIEW/EDIT SHIPMENT INFORMATION PAGE

To access the View/Edit Shipment Information page, search for a record using the Search For Shipments page (Figure 11-2) accessed by clicking Find Shipments/Customers under the Search/Reports menu on the left in Shipment Management, then click the View/Edit link in the table presented on the Search Results page (Figure 11-3).

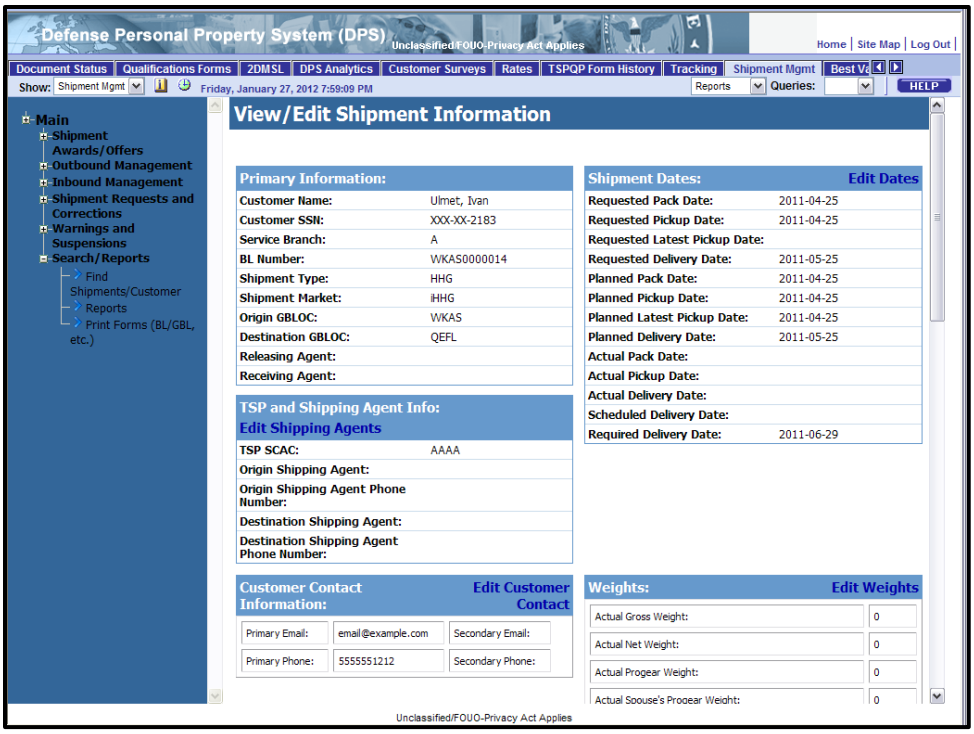


Figure 3-3. View/Edit Shipment Information Page (Top)

The View/Edit Shipment Information page presents a summary of data entered for a listed shipment. This is a long page, so first we will discuss the first half, then the second. This part of the page contains customer/shipment primary information, shipment dates, TSP and shipping agent, customer contact information, weights, orders, channel/code of service, and line of accounting. Additionally, the following links are used to modify the corresponding data: *Edit Dates*, *Edit Shipping Agents*, *Edit Customer Contact*, *Edit Preapprovals*, *Enter Authorized Pickup and Delivery*, *Additional Remarks*, and *Edit Weights*.

To modify content, use the links in the light blue headers for Shipping Agents, Customer Contact Information, and Dates or Weights. For example, click on the *Edit Dates* link to access the Edit Shipment Dates page (Figure 3-4).

Note: In DPS, scroll down the View/Edit Shipment Information page to access links used to enter extra pickup and delivery locations, or edit and update container information, SIT records, and preapprovals.

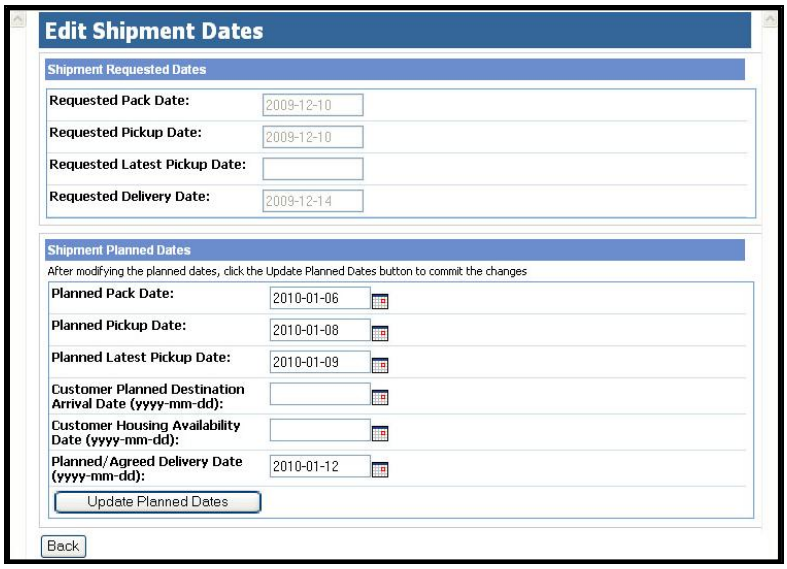


Figure 3-4. Edit Shipment Dates

To change any of the listed dates, enter new values manually or click the calendar icon and select a date from the pop-up calendar. After entering new date values, click the Update Planned Dates button to complete the action.

Note: The dates users can modify will vary, depending on the shipment status. For instance, as seen in Figure 3-4, after the Premove survey is completed, the Shipment Requested Dates are read-only and cannot be modified. Similarly, after arrival information is entered, the planned dates are read-only and may not be modified.

Users can also update the Shipping Agents for a shipment. On the View/Edit page (Figure 3-3), click the *Edit Shipping Agents* link to access the Edit Origin/Destination Shipping Agents page (Figure 3-5).

Figure 3-5. Edit Origin/Destination Shipping Agents

This page displays two tabs, one for Origin Shipping Agent and the other for Destination Shipping Agent. Click the tab to switch between the two. Use the drop-down menus to select the appropriate agents and click the Save Agent button to commit the change. On the View/Edit page (Figure 3-3), click the *Edit Customer Contact* link to access the Edit Customer Contact Information page (Figure 3-6).

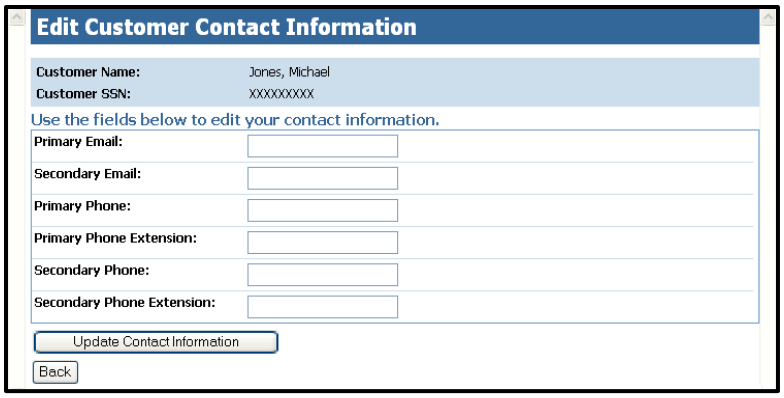


Figure 3-6. Edit Customer Contact Information

Enter a primary and/or secondary e-mail address and phone number information and then click the Update Contact Information button to commit the change. On the View/Edit page (Figure 3-3), click the *Edit Weights* link to access the Edit Shipment Weights page (Figure 3-7).

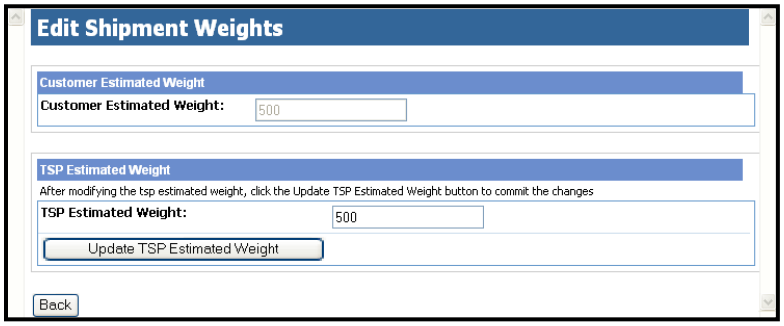


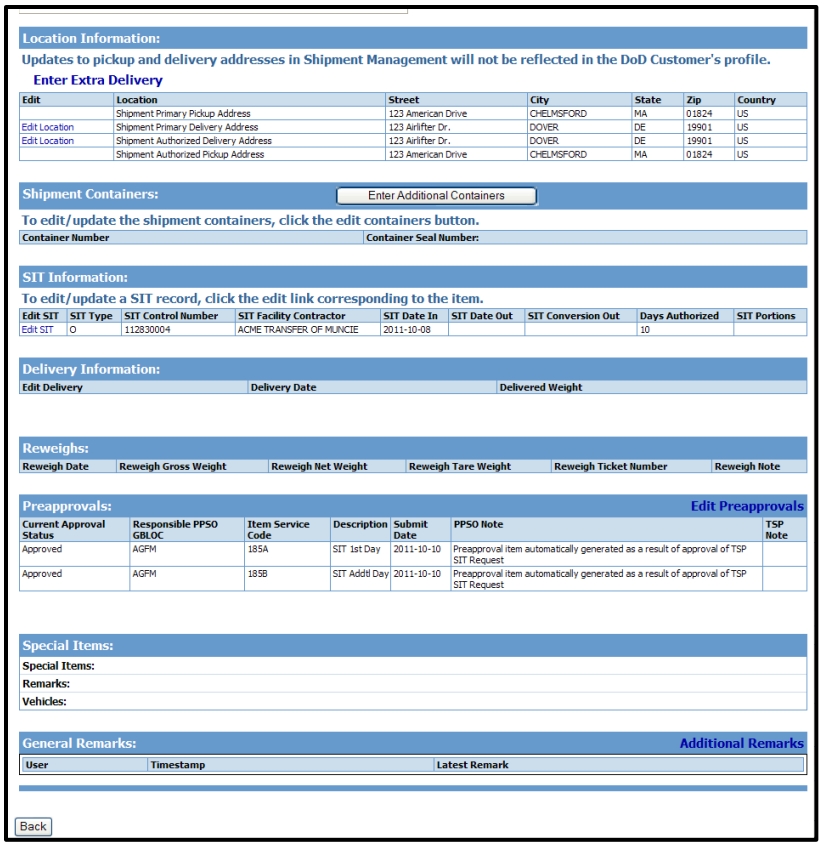
Figure 3-7. Edit Shipment Weights

The listed weight values will vary, depending on the shipment status. After entering a new weight value, click the Update TSP Estimated Weight button to complete the action.

Note: Once the Premove Survey is completed, the Customer Estimated Weight is read-only and cannot be modified. Similarly, after the arrival information is entered, the TSP Estimated weight value will be read-only.

3.4 View/Edit Shipment Information Page (Continued)

To continue, Figure 3-8 shows the bottom half of the View/Edit Shipment Information page. This part of the page contains information on location, shipment containers, delivery reweighs, SIT Information, preapprovals, special items, and General Remarks. Additionally, the following links are used to modify the corresponding data: *Enter Extra Pickup*, *Enter Extra Delivery*, *Edit Location* (pickup or delivery), *Edit SIT*, Edit *Preapprovals and Additional Remarks*. The Back button at the bottom of the page returns you to the Search Results page (Figure 11-3).



Location Information:

Updates to pickup and delivery addresses in Shipment Management will not be reflected in the DoD Customer's profile.

Enter Extra Delivery

Edit	Location	Street	City	State	Zip	Country
	Shipment Primary Pickup Address	123 American Drive	CHELMSFORD	MA	01824	US
Edit Location	Shipment Primary Delivery Address	123 Airlifter Dr.	DOVER	DE	19901	US
Edit Location	Shipment Authorized Delivery Address	123 Airlifter Dr.	DOVER	DE	19901	US
	Shipment Authorized Pickup Address	123 American Drive	CHELMSFORD	MA	01824	US

Shipment Containers: Enter Additional Containers

To edit/update the shipment containers, click the edit containers button.

Container Number	Container Seal Number:

SIT Information:

To edit/update a SIT record, click the edit link corresponding to the item.

Edit SIT	SIT Type	SIT Control Number	SIT Facility Contractor	SIT Date In	SIT Date Out	SIT Conversion Out	Days Authorized	SIT Portions
Edit SIT	O	112830004	ACME TRANSFER OF MUNCIE	2011-10-08			10	

Delivery Information:

Edit Delivery	Delivery Date	Delivered Weight

Reweighs:

Reweigh Date	Reweigh Gross Weight	Reweigh Net Weight	Reweigh Tare Weight	Reweigh Ticket Number	Reweigh Note

Preapprovals: Edit Preapprovals

Current Approval Status	Responsible PPSO GBLOC	Item Service Code	Description	Submit Date	PPSO Note	TSP Note
Approved	AGFM	185A	SIT 1st Day	2011-10-10	Preapproval item automatically generated as a result of approval of TSP SIT Request	
Approved	AGFM	185B	SIT Addtl Day	2011-10-10	Preapproval item automatically generated as a result of approval of TSP SIT Request	

Special Items:

Special Items:

Remarks:

Vehicles:

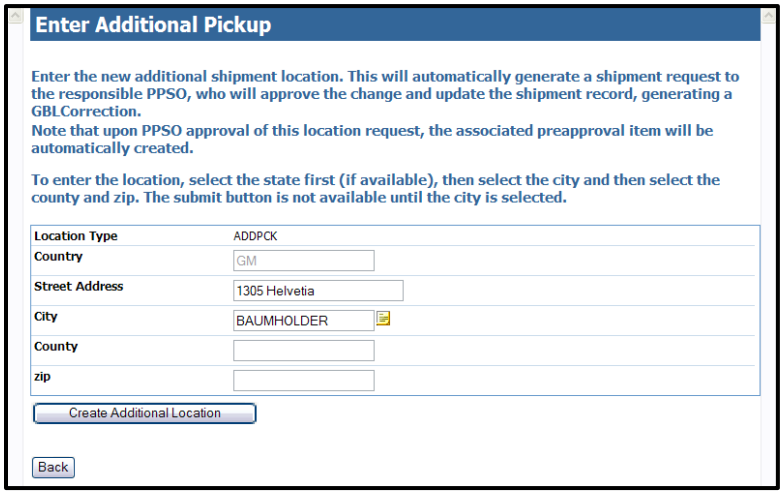
General Remarks: Additional Remarks

User	Timestamp	Latest Remark

Back

Figure 3-8. View/Edit Shipment Information Page (Bottom)

The Enter Additional Pickup page (Figure 3-9) is used to add a new origin address to your shipment. It is accessed by clicking the *Enter Extra Pickup* link on the View/Edit Shipment Information page. Enter a Street Address, City, county, and zip in the appropriate fields, then click Create Additional Location.



Enter Additional Pickup

Enter the new additional shipment location. This will automatically generate a shipment request to the responsible PPSO, who will approve the change and update the shipment record, generating a GBLCorrection.
Note that upon PPSO approval of this location request, the associated preapproval item will be automatically created.

To enter the location, select the state first (if available), then select the city and then select the county and zip. The submit button is not available until the city is selected.

Location Type	ADDPCK
Country	GM
Street Address	1305 Helvetia
City	BAUMHOLDER
County	
zip	

Create Additional Location

Back

Figure 3-9. Enter Additional Pickup Page

The Enter Additional Delivery page (Figure 3-10) is used to add a new destination address to your shipment. It is accessed by clicking the *Enter Extra Delivery* link on the View/Edit Shipment Information

page. Enter a Street Address, City, county, and zip in the appropriate fields, then click Create Additional Location.

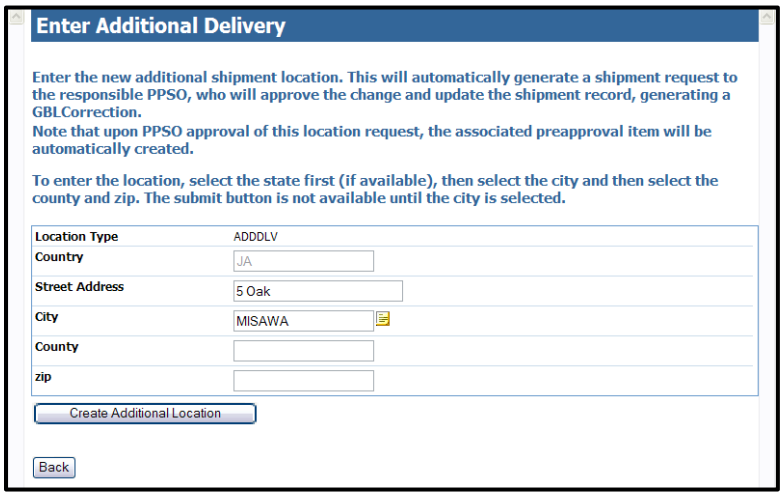


Figure 3-10. Enter Additional Delivery Page

The Edit Shipment Location page (Figure 3-11) is used to change an existing origin or destination (pickup or delivery) address. It is accessed by clicking any of the *Edit Location* links in the **Edit** column on the View/Edit Shipment Information page. Enter a Street Address, City, county, and zip in the appropriate fields, then click Update Location.

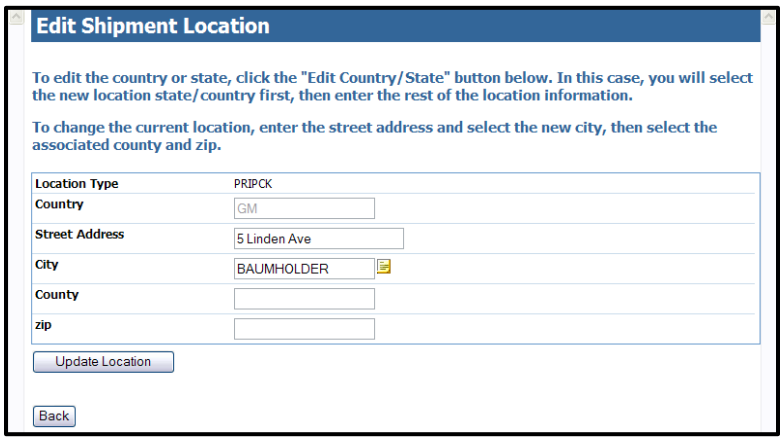


Figure 3-11. Edit Shipment Location Page

The Edit Shipment SIT page (Figure 3-12) is used to change an existing warehouse facility. It is accessed by clicking the *Edit SIT* in the **Edit SIT** column on the View/Edit Shipment Information page.

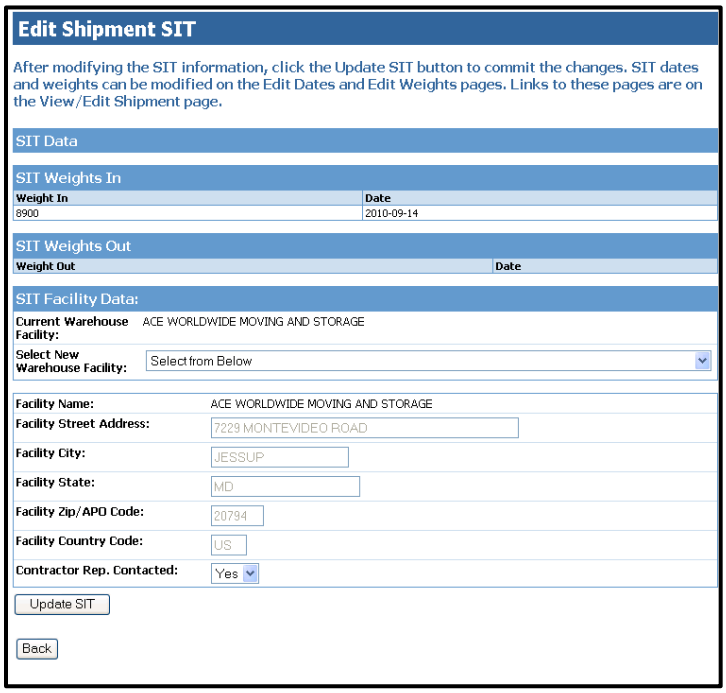


Figure 3-12. Edit Shipment SIT Page

The Preapprovals for Shipment page (Figure 3-13) is used to: delete a preapproval item, add a note to a preapproval item, or access the pages used to enter preapproval items. It is accessed by clicking the *Edit Preapprovals* link on the View/Edit Shipment Information page (Figure 3-8).

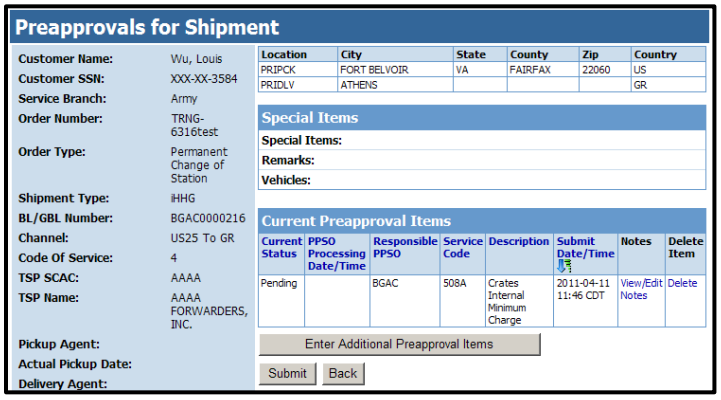


Figure 3-13. Shipment Preapprovals Page

Click *Delete* to delete the preapproval item from the shipment. Click *View/Edit Notes* to add a note to the preapproval item (Figure 3-14).

To enter new preapproval items, click the Enter Additional Preapproval Items on the Preapprovals for Shipment page to display either the Add Preapproval Items page (Figure 3-14). To choose any items listed on the page, fill the box to the left of the items. When you have chosen all the items required for the shipment, click the OK button (not shown) at the bottom of the page.

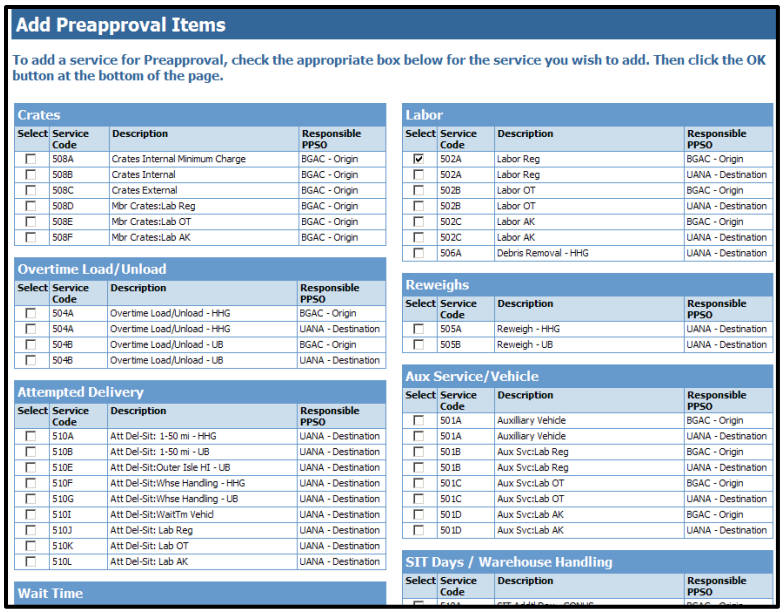


Figure 3-14. Add Preapproval Items Page

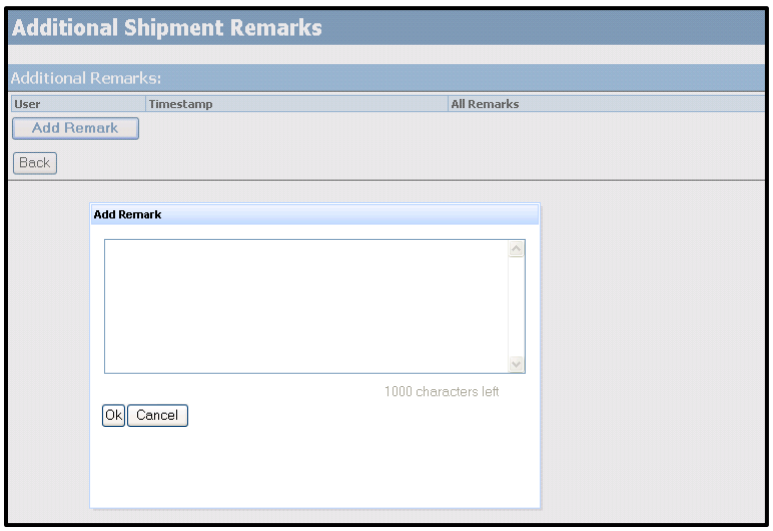


Figure 3-15. Additional Shipment Remarks Page

The Additional Shipment Remarks page (Figure 3-14) is used to add general remarks. On this page all remarks are shown and are sorted from latest to oldest. To add a new remark, click the Add Remark button. A popup will display where you can enter up to 1000 characters. Please note remarks can be entered by any type of user.

4 AWARDS/OFFERS

There are four types of awards and offers: Standard Shipment Awards, Special Solicitation Awards, Short-Fuse Offers, and Volume Move Awards. (For information on One-Time-Only shipments, see section 4.4.)

Business is normally distributed using standard shipment awards. Special Solicitation Awards are used for consulate and diplomatic moves. Short-Fuse Offers are for shipments that have a Requested Pickup Date within 1 to 20 business days, depending on system settings, and are offered to all TSPs that serve the Channel and COS. The first TSP that responds to a Short-Fuse Offer receives the shipment. Volume Move Awards are awarded to a TSP as part of the Volume Move solicitation process managed in the rate filing module.

Figure 4-1 shows the expansion of the Shipment Awards/Offers menu on the left. The queues for the four types of awards and offers are available from both the Main page (see Figure 3-1) and the navigation tree.

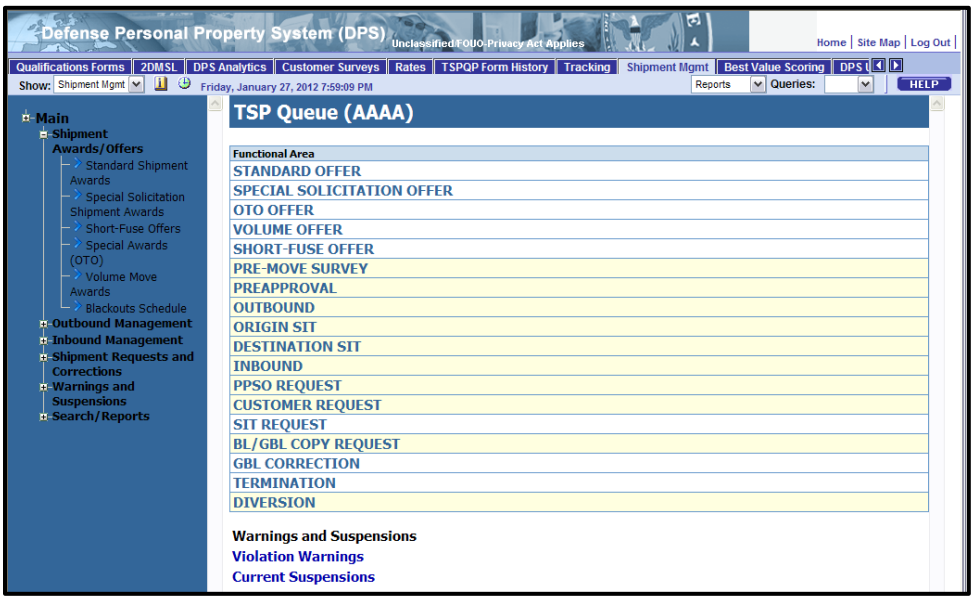
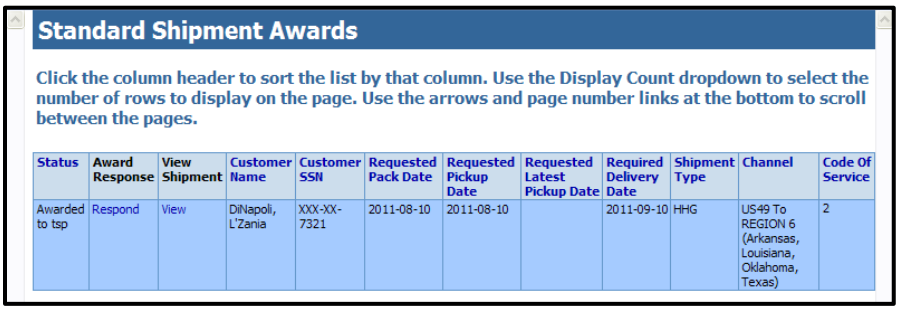


Figure 4-1. Shipment Awards/Offers Menu and TSP Queue Page

Standard Shipments are awarded based on the blackout schedule, current BVS for each TSP (which is periodically computed by DPS) and to TSPs that are not under any punitive action, such as suspension or non-use. Click the *Standard Shipment Awards* link in the Main queue or in the navigation tree to access the Standard Shipment Awards page (Figure 4-2). The Standard Shipment Awards page lists all standard shipments awarded that are pending a TSP response (acceptance or refusal). A TSP must accept all shipments appearing in this queue within 24 hours to remain in the program within all markets for which the TSP is approved. Refusing an award or failing to respond qualifies as a timeout and an implied refusal, placing the TSP on a pending suspension queue.

4.1 STANDARD SHIPMENT AWARDS



Standard Shipment Awards

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages.

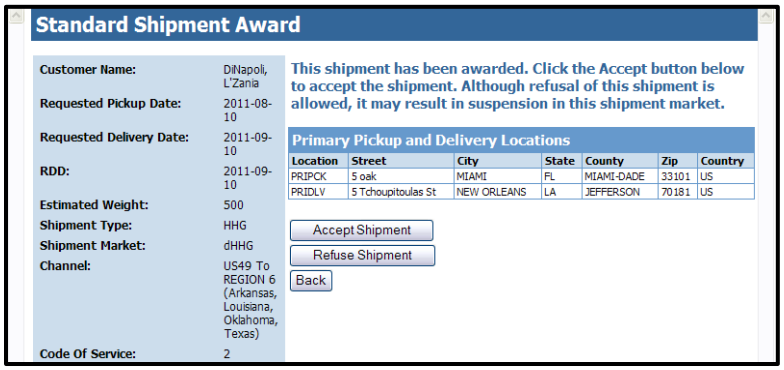
Status	Award Response	View Shipment	Customer Name	Customer SSN	Requested Pack Date	Requested Pickup Date	Requested Latest Pickup Date	Required Delivery Date	Shipment Type	Channel	Code Of Service
Awarded to tsp	Respond	View	DiNapoli, L'Zania	XXX-XX-7321	2011-08-10	2011-08-10		2011-09-10	HHG	US49 To REGION 6 (Arkansas, Louisiana, Oklahoma, Texas)	2

Figure 4-2. Standard Shipment Awards Page

On the Standard Shipment Awards page, each row in the table presents a summary view of a shipment awarded to the TSP. Shipments are listed in the queue after the PPSO awards them, and the status is pending a response from the TSP. The *View* link displays all pertinent details of the shipment.

Please note that the Code of Service (COS) for this shipment is COS 2, which is a domestic COS for containerized shipments. For more information on COS, see Appendix A.

Click the *Respond* link to access the Standard Shipment Award page (Figure 4-3).



Standard Shipment Award

Customer Name:	DiNapoli, L'Zania
Requested Pickup Date:	2011-08-10
Requested Delivery Date:	2011-09-10
RDD:	2011-09-10
Estimated Weight:	500
Shipment Type:	HHG
Shipment Market:	dHHG
Channel:	US49 To REGION 6 (Arkansas, Louisiana, Oklahoma, Texas)
Code Of Service:	2

This shipment has been awarded. Click the Accept button below to accept the shipment. Although refusal of this shipment is allowed, it may result in suspension in this shipment market.

Primary Pickup and Delivery Locations

Location	Street	City	State	County	Zip	Country
PRIPCK	5 oak	MIAMI	FL	MIAMI-DADE	33101	US
PRIDLV	5 Tchoupitoulas St	NEW ORLEANS	LA	JEFFERSON	70181	US

Accept Shipment
Refuse Shipment
Back

Figure 4-3. Standard Shipment Award Page

To process the award, click the Accept Shipment button. A TSP can refuse the shipment by clicking the Refuse Shipment button, but the refusal may result in a suspension in this shipment market. Click the Back button to return to the Standard Shipment Awards page without responding to the award.

Click the Accept Shipment button to access the Shipment Award Accepted – Select Agents page (Figure 4-4).

4.1.1 Designating Agents

After clicking the Accept Shipment button, you are required to select an Origin Agent (Figure 4-8). If there are agents associated with your SCAC in DPS, select an agent from the Available Origin Agents, otherwise, enter the agent's name and phone number in the fields provided. If you do not have an agent, you may enter your own contact information. You may optionally select or enter a Destination Agent. Click the Confirm Acceptance button to continue.

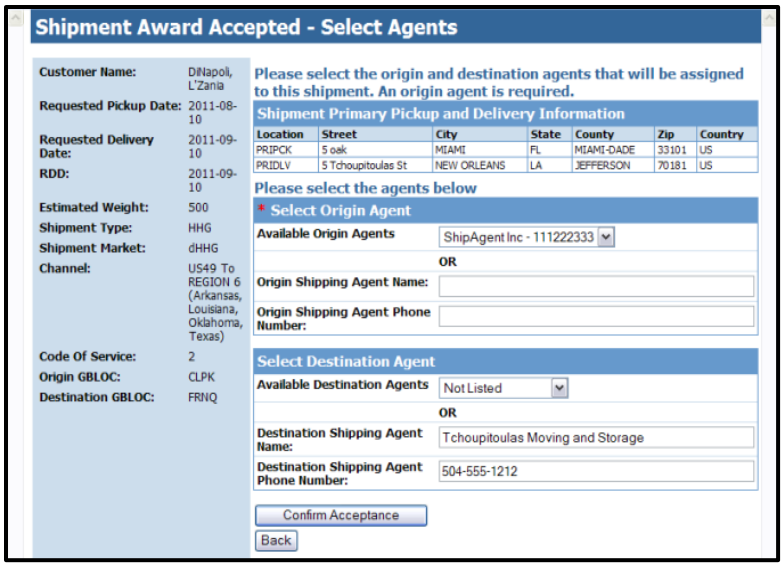


Figure 4-4. Select Agents Page

The next page confirms that you have accepted the shipment. Click the Continue button to return to the Award Queue (Figure 4-5).

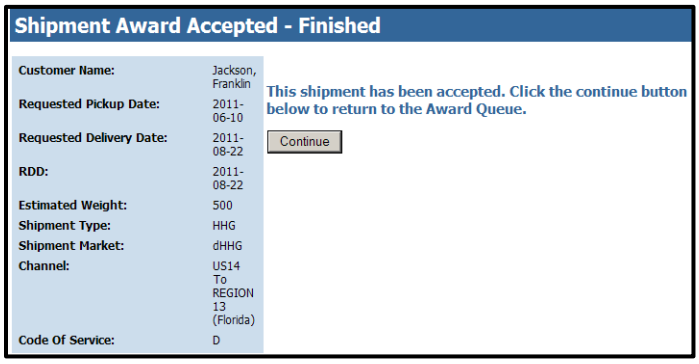
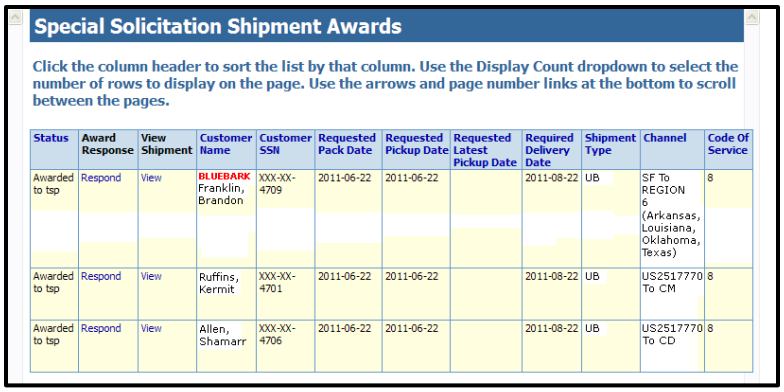


Figure 4-5. Short Fuse Shipment Award Accepted Page

Note: Refusal of a shipment may result in a market suspension. If a TSP refuses a shipment by clicking the Refuse Shipment button (Figure 4-3), a series of pages are presented to verify the decision. The page prompts: "You have chosen to refuse the awarded shipment. Are you sure?" To confirm the choice, click the Yes button. Another page is presented to request a final confirmation of the refusal. Click the Continue button to complete the transaction and return to the Standard Shipment Awards page. The refused shipment will disappear from the queue. At any time (except the final confirmation of the refusal), click the Back button to return to the Standard Shipment Award page; the shipment will remain in the Standard Shipment Awards queue. Failure to accept a standard shipment within 24 hours of the award (next government business day) is treated the same as a refusal.

4.2 SPECIAL SOLICITATION AWARDS

Special Solicitation Shipment Awards are typically used for consulate or diplomatic moves and are awarded to specific, approved TSPs.



Special Solicitation Shipment Awards

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages.

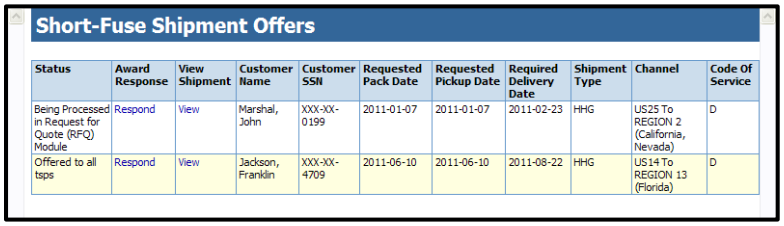
Status	Award Response	View Shipment	Customer Name	Customer SSN	Requested Pack Date	Requested Pickup Date	Requested Latest Pickup Date	Required Delivery Date	Shipment Type	Channel	Code Of Service
Awarded to tsp	Respond	View	BLUEBARK Franklin, Brandon	XXX-XX-4709	2011-06-22	2011-06-22		2011-08-22	UB	SF To REGION 6 (Arkansas, Louisiana, Oklahoma, Texas)	8
Awarded to tsp	Respond	View	Ruffins, Kermit	XXX-XX-4701	2011-06-22	2011-06-22		2011-08-22	UB	US2517770 To CM	8
Awarded to tsp	Respond	View	Allen, Shamarr	XXX-XX-4706	2011-06-22	2011-06-22		2011-08-22	UB	US2517770 To CD	8

Figure 4-6. Special Solicitation Shipment Awards Page

The Special Solicitation Shipment Awards page can be accessed by clicking the *SPECIAL SOLICITATION OFFER* link on the TSP Queue page, or by clicking **Special Solicitation Shipment Awards** in the **Shipment Awards/Offers** menu.

Click the *Respond* link, and then click the Accept Shipment button to access the Shipment Award Accepted page. Click the Save and Continue button to complete the acceptance.

4.3 SHORT-FUSE OFFERS



Short-Fuse Shipment Offers

Status	Award Response	View Shipment	Customer Name	Customer SSN	Requested Pack Date	Requested Pickup Date	Required Delivery Date	Shipment Type	Channel	Code Of Service
Being Processed in Request for Quote (RFQ) Module	Respond	View	Marshal, John	XXX-XX-0199	2011-01-07	2011-01-07	2011-02-23	HHG	US25 To REGION 2 (California, Nevada)	D
Offered to all tsps	Respond	View	Jackson, Franklin	XXX-XX-4709	2011-06-10	2011-06-10	2011-08-22	HHG	US14 To REGION 13 (Florida)	D

Figure 4-7. Short-Fuse Shipment Offers Page

DPS will process a shipment as a Short-Fuse shipment if the pick-up date falls within the number of days used to classify a shipment as short-fuse in effect at the time. The initial value for the number of days used to define a short-fuse shipment is set at five (5) days; however, SDDC BVS and DPS Master Users can set the value to a number of business days from 1 to 20. DPS awards Short-Fuse shipments on a first-come, first-served basis.

Note: The date range value will not change frequently, or on short notice. The government is obligated to notify the TSP community well in advance of changing the parameters for processing a shipment as short-fuse.

The Short Fuse Shipment Offers page (Figure 4-6) presents summary information and links required to respond to these offers, which are in a pending response status after the responsible PPSO offers them in DPS.

The Short-Fuse Shipment Offers page can be accessed by clicking the *SHORT-FUSE OFFER* link on the TSP Queue page, or by clicking **Short-Fuse Offers** in the **Shipment Awards/Offers** menu.

A TSP is not required to respond to a short-fuse shipment, and there is no penalty for not responding (in terms of a shipment charge or suspension). The first TSP to accept the award will manage the shipment. Short-fuse shipments qualify as additional business for the TSP and do not count against shipment allocations for standard shipment awards. To respond to a short-fuse shipment offer, click the *Respond* link associated with a shipment to access the Short-Fuse Shipment Offer page.

4.3.1 Accepting a Short-Fuse Shipment Offer

Figure 4-8. Short-Fuse Shipment Offer Page

The Short-Fuse Shipment Offer page (Figure 4-7) summarizes important information about the shipment, including pickup and delivery locations. To accept the short-fuse shipment, click the Accept Shipment button. No action is required to refuse a short-fuse shipment. Short-Fuse shipments automatically disappear from the queue when a TSP accepts the award.

From this point on, the process is the same as a standard shipment: select the origin and destination agents using the process described for standard shipments (see Section 4.1.1).

4.4 SPECIAL AWARDS (OTO)

One-time-only (OTO) shipments are currently processed in the Transportation Operational Personal Property Standard System (TOPS) application.

Users should monitor the www.move.mil site for information about any new DPS functions associated with one-time-only (OTO), mobile home one-time-only (MOTO) or boat one-time-only (BOTO) shipments.

4.5 VOLUME MOVE AWARDS

Volume Move awards are open-ended solicitations (up to the daily max weight) for multiple individual shipments on a specific channel. These moves are generally associated with an event that requires many households to relocate at approximately the same time, to or from the same general location. A volume move is characterized by a minimum number of pounds and an expiration date for the last pickup.

Shipments in the Volume Move Awards queue are awarded based on competitive response to a request for quote offered within the Rate Filing function of DPS. Volume Move awards are granted to the TSP with the most favorable bid received when the bidding period ends. Max Daily Weight is used to establish which TSP will receive volume move shipment awards. The primary contractor is allowed to refuse a volume move shipment award with no penalty, in which case the shipment is re-awarded to a secondary contractor.

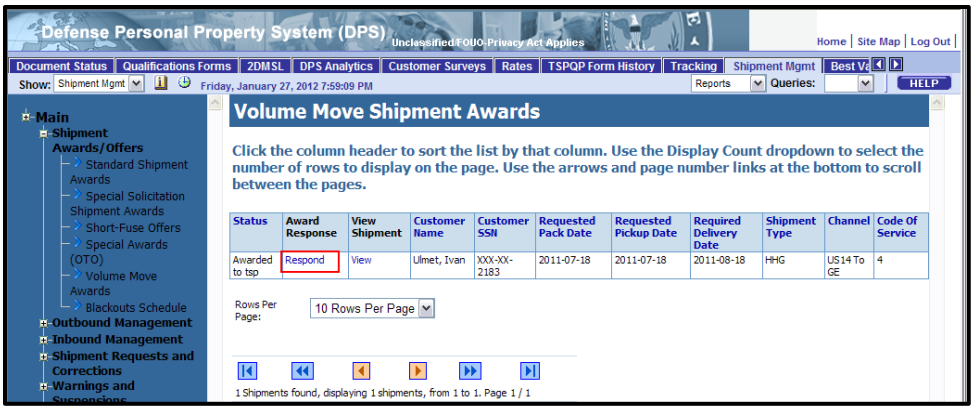


Figure 4-9. Volume Move Shipment Awards Page

To accept or refuse a volume move shipment award, click the *Respond* link, highlighted in Figure 4-9 above to display the Volume Move Shipment Award Page, as seen in Figure 4-10, below. (Alternately, you can click **Volume Move Awards** on the **Shipment Awards/Offers** menu, on the left.)

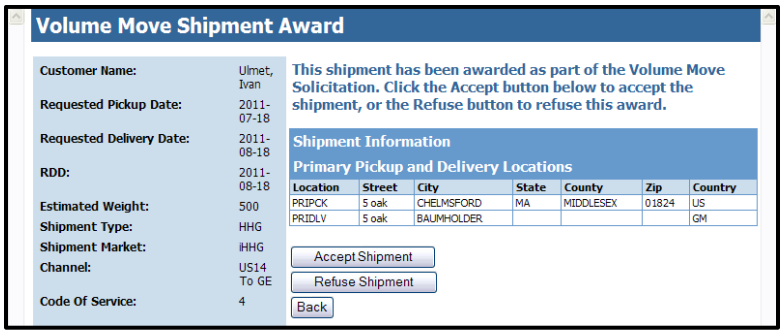


Figure 4-10. Volume Move Shipment Award Page

From the Volume Move Shipment Award Page, to accept a volume move shipment award, click the Accept Shipment button, to refuse a shipment award, click the Refuse Shipment button. From this point on, the process is the same as a standard shipment: select the origin and destination agents using the process described for standard shipments (see Section 4.1.1).

If you choose to refuse a volume move shipment award, a confirmation page will be displayed (Figure 4-11). Click Yes to confirm that you want to refuse the shipment.

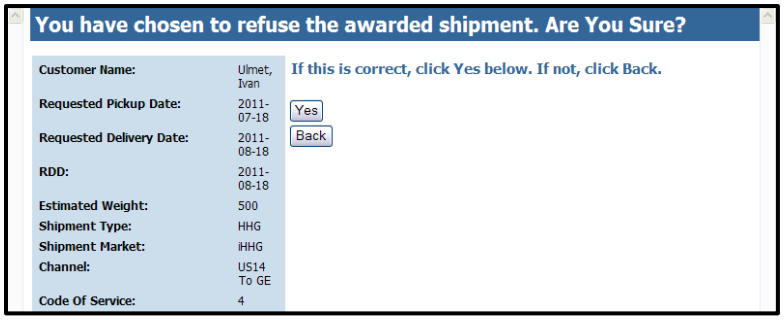


Figure 4-11. Volume Move Shipment Award Refuse Page

5 BLACKOUTS

A blackout prevents shipments from being awarded to a TSP. Once a TSP is approved for participation in the DoD Personal Property Program, the TSP can receive awards for standard shipments on any Channel-COS for which the TSP has an approved standard rate. The blackout schedule defines dates that a TSP is **not** available to pack. A TSP Master or TSP Operations Manager can "blackout" dates on a specific market, GBLOC, Channel, Zip3, COS, Volume Move, or a combination of several of these.

Remember that the dates of a blackout are inclusive – the blackout is in effect on the effective/begin date and expiration/end date.

5.1 HOW TO ACCESS THE BLACKOUT SCHEDULE

Click *Blackouts Schedule* in the navigation tree under Shipment Awards/Offers to access the Blackout Schedule page (Figure 5-1).

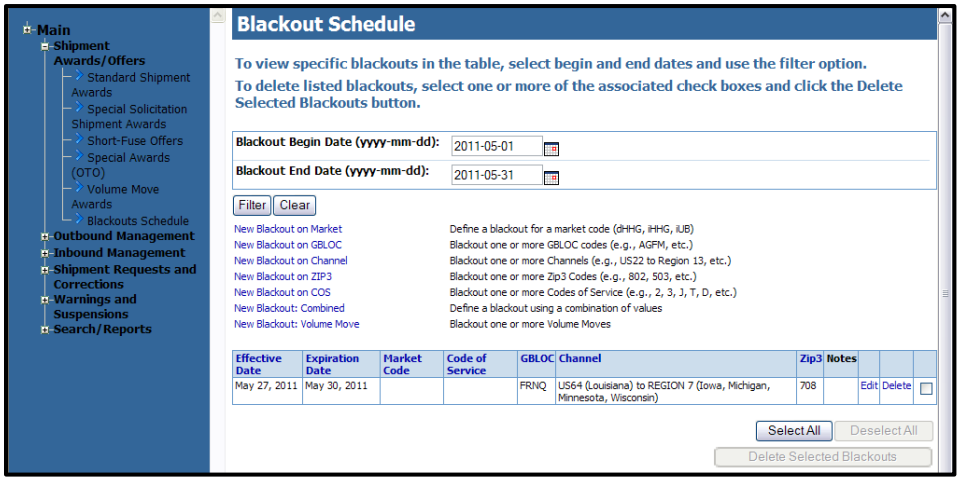


Figure 5-1. Blackout Schedule Page

You can control your blackout schedule as a sequence of blackout schedule entries that specify dates for which specific services are unavailable. Once a blackout entry is made, DPS will not award any standard shipments that require a pickup within any of the specified dates, markets, GBLOCs, channels, COS, etc. The updates occur in real-time, and changes can be entered at any time. Although you ordinarily may not be awarded shipments for the blackout period, if there are enough days between the pack date and the pickup date after the end of the blackout, then you may be awarded the shipment. To delete an existing blackout schedule entry, click the *Delete* link in the right-most column. To change the blackout dates for an existing entry, click the *Edit* link. Note that the Select All and Deselect All buttons only select/deselect the blackouts displayed on the page. Blackouts not displayed on the current page are neither selected nor deselected by these buttons. Note that you can sort on any column with a blue heading by clicking the heading.

5.2 HOW TO BLACKOUT ON MARKET

To create a blackout on a Market, click the *New Blackout on Market* link on the Blackout Schedule page. On the Blackout Market(s) page (Figure 5-2), select dates the blackout will begin and end in the **Effective Date** and **Expiration Date** fields.

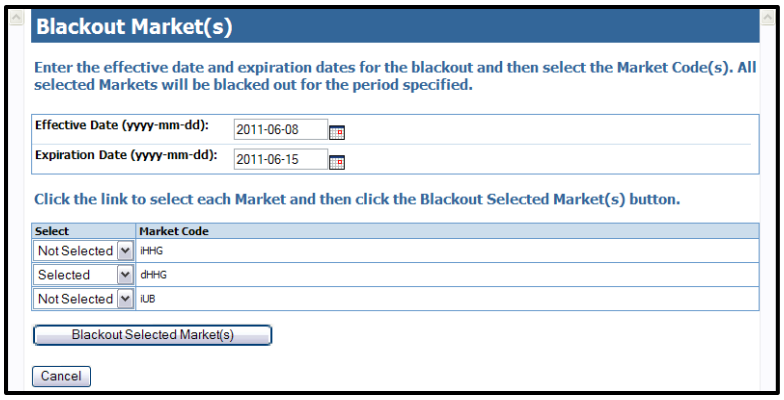


Figure 5-2. Blackout Market(s) Page

Choose one or more Market Codes to blackout by clicking **Selected** on the menu in the **Select** column. Click Blackout Selected Market(s) to display the Confirm Blackout Operation page, and then click Create Blackout(s).

5.3 How to Blackout on GBLOC

To create a blackout on a GBLOC, click the *New Blackout on GBLOC* link on the Blackout Schedule page. On the Blackout GBLOC(s) page (Figure 5-3), select dates the blackout will begin and end in the **Effective Date** and **Expiration Date** fields.

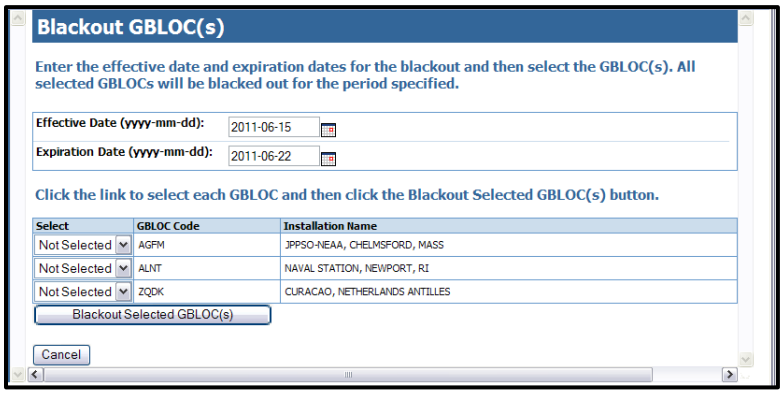


Figure 5-3. Blackout GBLOC(s) Page

Choose one or more GBLOCs to blackout by clicking **Selected** on the menu in the **Select** column. Click Blackout Selected GBLOC(s) to display the Confirm Blackout Operation page, and then click Create Blackout(s).

5.4 How to Blackout on Channel

To create a blackout on a Channel, click the *New Blackout on Channel* link on the Blackout Schedule page. On the Blackout Channel(s) page (Figure 5-4), select the origin GBLOC of the channel you want to blackout in the **GBLOC** menu, then select dates the blackout will begin and end in the **Effective Date** and **Expiration Date** fields.

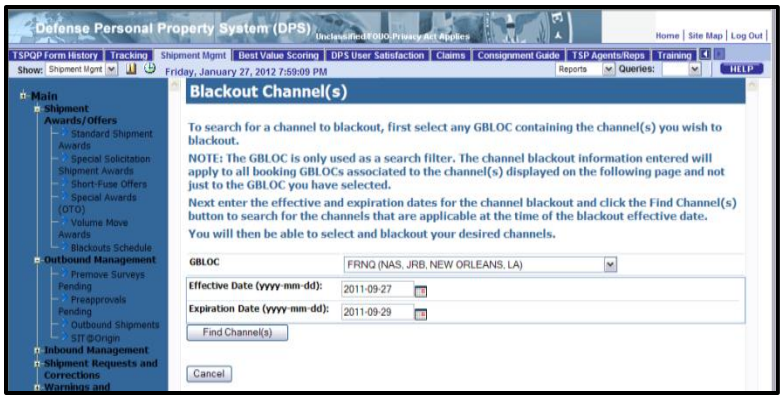


Figure 5-4. Blackout Channel(s) Page

Click the Find Channel(s) button to search for the applicable channels (as shown in Figure 5-5).

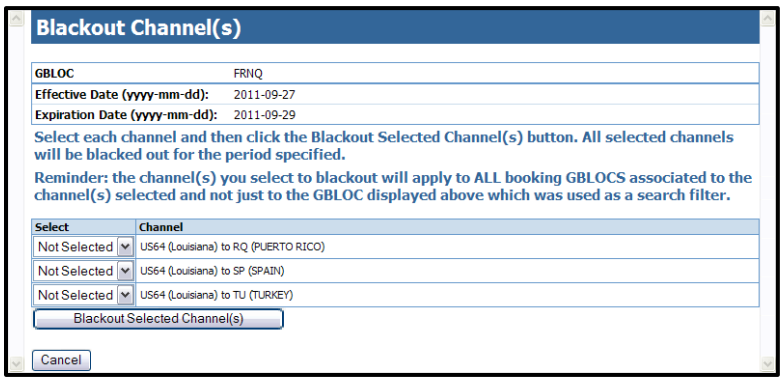


Figure 5-5. Blackout Channel(s) Selection Page

Choose one or more channels to blackout by clicking **Selected** on the menu in the **Select** column. Click Blackout Selected Channel(s) to display the Confirm Blackout Operation page, and then click Create Blackout(s).

Note: A channel blackout applies to all associated GBLOCs (origin and destination), and not just the one used as a search filter.

5.5 HOW TO BLACKOUT ON ZIP3

To create a blackout on a Zip3, click the *New Blackout on Zip3* link on the Blackout Schedule page. On the Blackout Zip3 page (Figure 5-6), select the rate area of the Zip3 you want to blackout in the **US Rate Area** menu, then select dates the blackout will begin and end in the **Effective Date** and **Expiration Date** fields.

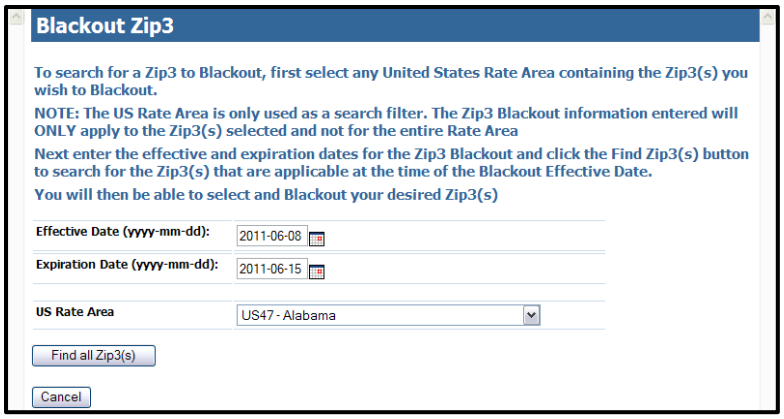


Figure 5-6. Blackout Zip3 Page

Click the Find all Zip3(s) button to search for the applicable Zip3s (as shown in Figure 5-7).

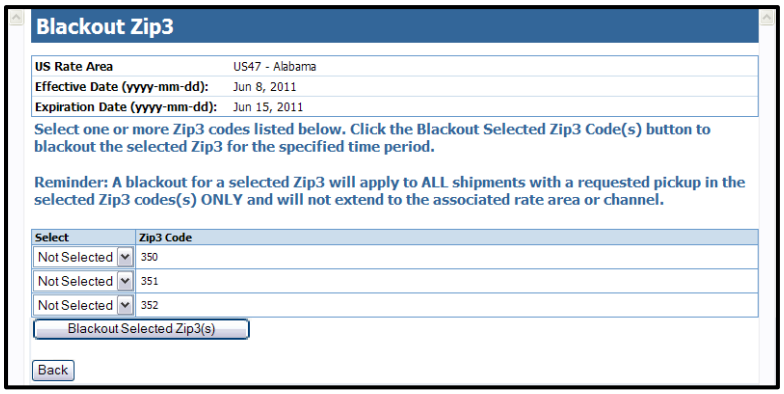


Figure 5-7. Blackout Zip3 Selection Page

Choose one or more Zip3s to blackout by clicking **Selected** on the menu in the **Select** column. Click Blackout Selected Zip3(s) to display the Confirm Blackout Operation page, and then click Create Blackout(s).

5.6 How to Blackout on Code of Service

To create a blackout on a Code of Service (COS), click the *New Blackout on COS* link on the Blackout Schedule page. On the Blackout Code(s) Of Service page, select dates the blackout will begin and end in the **Effective Date** and **Expiration Date** fields.

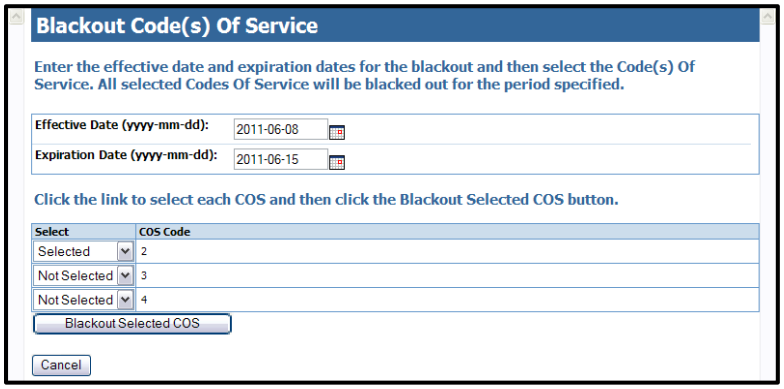


Figure 5-8. Blackout Code(s) Of Service Page

Choose one or more COS to blackout by clicking **Selected** on the menu in the **Select** column. Click Blackout Selected COS to display the Confirm Blackout Operation page, and then click Create Blackout(s).

5.7 How to Blackout on a Combination of Values

DPS provides the ability to submit Blackouts in multiple combinations at one time in the combinations listed in Table 5-1 in any order. To create a blackout on a combination of values, click the *New Blackout: Combined* link on the Blackout Schedule page. On the Combined Blackout page, select dates the blackout will begin and end in the **Effective Date** and **Expiration Date** fields.

Choose which values to use to define the blackout on the Combination menu. Click Select to go to the next step in the combined blackout process; the Combined Blackout page will display additional fields in which you can enter required data to define the blackout.

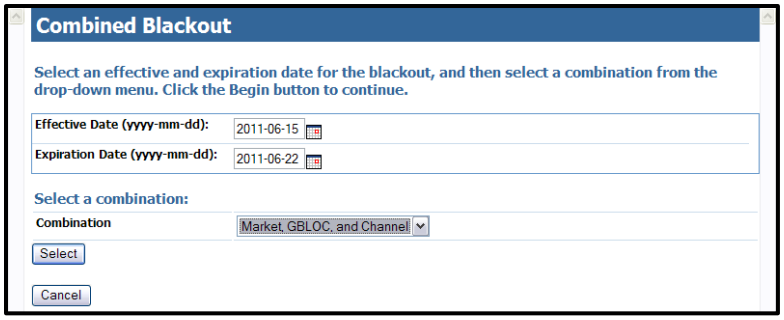


Figure 5-9. Combined Blackout Page

Enter the required values based on the fields displayed, and then click the Blackout Selected X button (where X is the blackout type, for example, GBLOC and Zip3, COS and Zip3, etc.). After clicking the Blackout Selected X button, the Confirm Blackout Operation page is displayed. Click Create Blackout(s).

5.8 Learn about Combination Blackouts

In order to blackout on a combination of two or three factors, it is sometimes necessary to gather additional data. This is done in order to more rapidly present meaningful choices to you. For example, when creating a blackout on COS and Zip3, you must first enter a Rate Area so that you can more quickly find the Zip3 you are interested in, rather than having to choose from an inclusive list of all Zip3s. The table below (Table 5-1) lists the additional data needed, if any, to enter a combination blackout.

Table 5-1. Combination Blackout Data Requirements

Combination	Additional Data Needed
GBLOC and Zip3	None
COS and Zip3	Rate Area
Market and Zip3	Rate Area
Channel and Zip3	Rate Area
GBLOC and COS	None
Market and GBLOC	None
GBLOC and Channel	None
Channel and COS	Rate Area Type (Domestic or International), Rate Area

Market and Channel	Rate Area Type, Rate Area
COS, GBLOC, and Zip3	None
Market, GBLOC, and Zip3	None
GBLOC, Channel, and Zip3	None
Channel, COS, and Zip3	Rate Area
Market, Channel, and Zip3	Rate Area
GBLOC, Channel, and COS	None
Market, GBLOC, and Channel	None

5.9 How to Blackout on Volume Move

DPS will not display volume moves for blackout before they are in an "Accepted" status. Before you can create a blackout for a Volume Move, you must first have been accepted on a Volume Move. In addition to limiting business by creating a blackout, TSPs can limit their Maximum Pounds Per Day, but only when bidding on the Volume Move. Once bidding has been closed on a Volume Move, the Maximum Pounds Per Day cannot be changed.

To create a blackout on a Volume Move, click the *New Blackout: Volume Move* link on the Blackout Schedule page. On the Blackout Volume Move(s) page, select dates the blackout will begin and end in the **Effective Date** and **Expiration Date** fields.

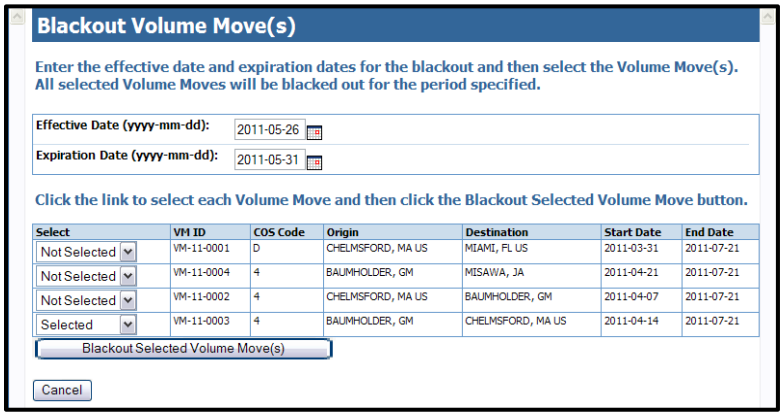


Figure 5-10. Blackout Volume Move

Choose one or more Volume Moves to blackout by clicking **Selected** on the menu in the **Select** column. Click Blackout Selected Volume Move(s) to display the Confirm Blackout Operation page, and then click Create Blackout(s).

5.10 How to Edit a Blackout

DPS allows TSP Master and TSP Operations users to edit blackouts. To edit a blackout, on the Blackout Schedule page, click the *Edit* link for the blackout you want to edit. (See Figure 5-11).

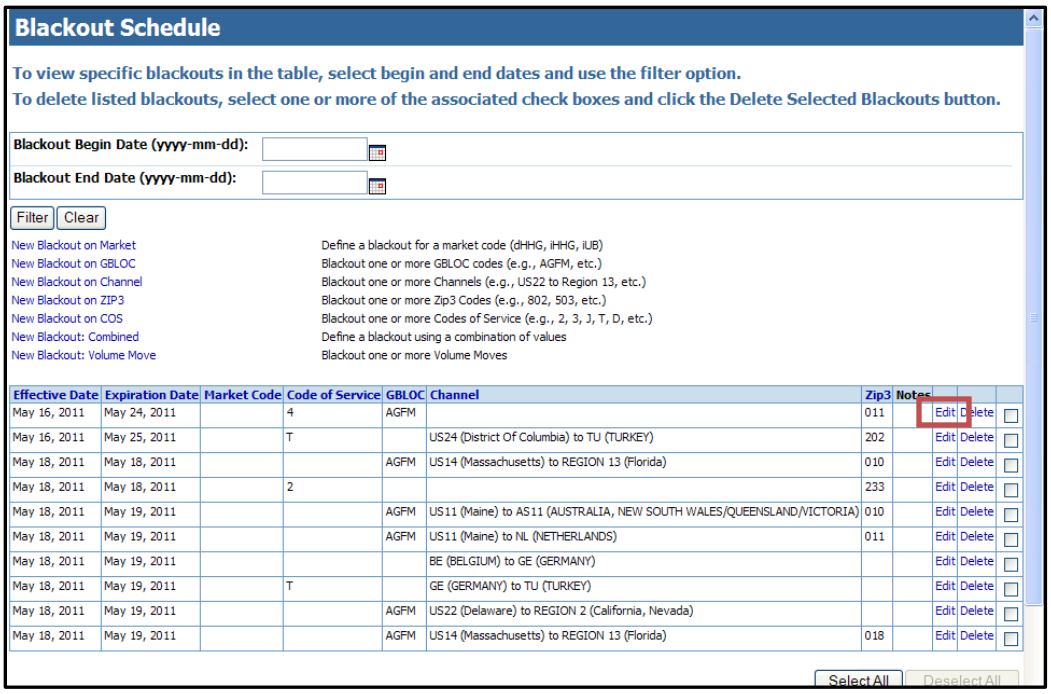


Figure 5-11. Edit a Blackout

The Edit Blackout Entry page appears. On the Edit Blackout Entry Page, use the calendar icon next to the **Effective Date** and **Expiration Date** fields to edit the start and end dates as seen in Figure 5-12. Click the Update Blackout button.

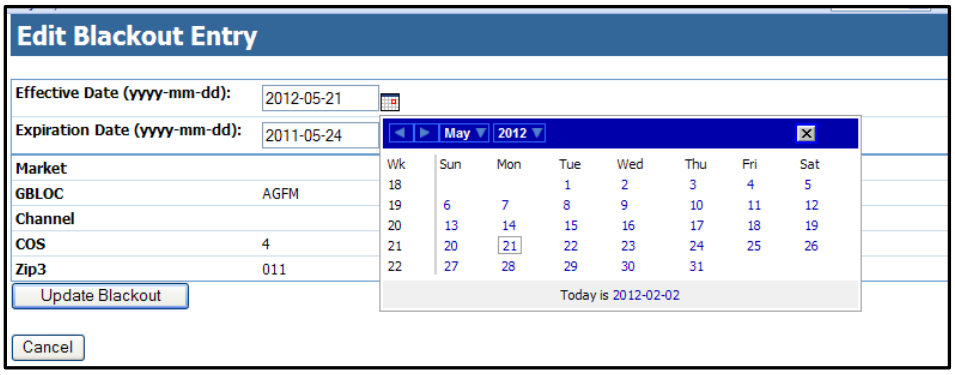


Figure 5-12. Select Start and End Dates

The Blackout Schedule page appears. To locate and confirm your edits, use the calendar icons next to the **Effective Date** and **Expiration Date (**Figure 5-13**)** and enter search criteria to filter results. Click the Filter button.

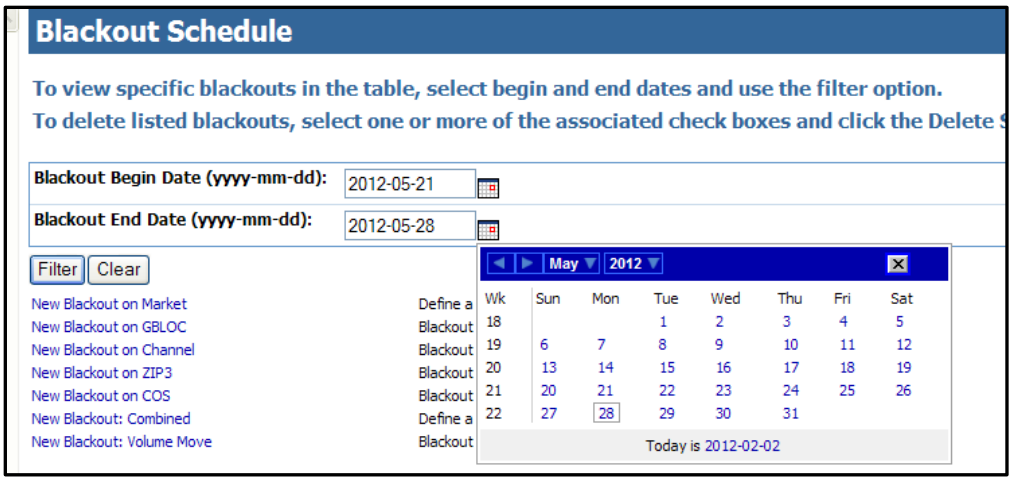


Figure 5-13. Enter Search Criteria

The Blackout Schedule page refreshes and displays results based on the search criteria. Verify that your edits are listed correctly on the Blackout Schedule page. (Figure 5-14).

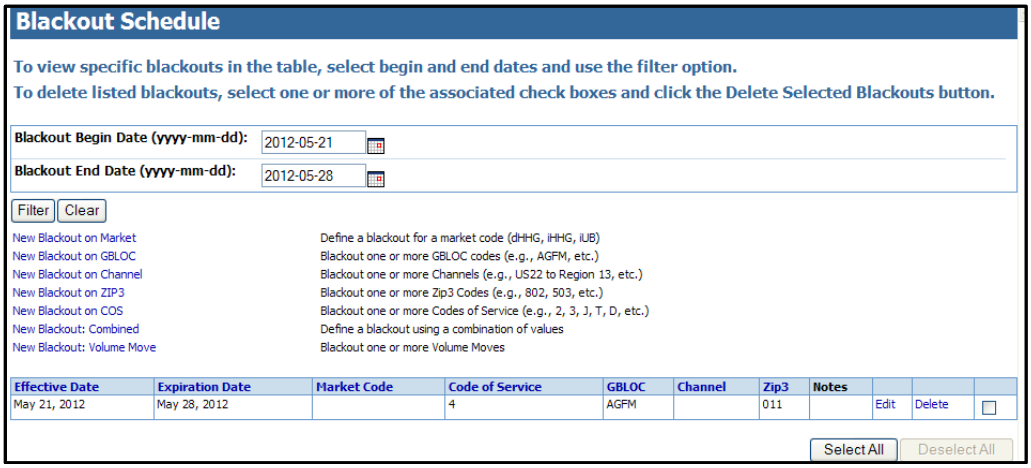


Figure 5-14. Search Results

5.11 How to Delete One Blackout

To delete a Blackout, find the blackout you want to delete in the table at the bottom of the Blackout Schedule page. Follow that blackout's row to the right until you see the *Delete* link.

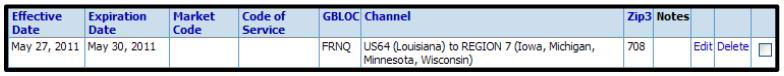


Figure 5-15. Delete a Blackout

Click *Delete* to display the Delete Blackout Entry page, then click Delete Blackout.

5.12 How to Delete Multiple Blackouts

To delete two or more blackouts at once, check the box in the far right column for each blackout you want to delete (see Figure 5-15), and then click the Delete Selected Blackouts button (shown in Figure 5-1).

6 OUTBOUND MANAGEMENT

Outbound Management functions are used after a TSP has accepted a shipment and up to the point when a shipment is placed in transit. There are four shipment queues associated with Outbound Management:

Premove Surveys Pending, Preapprovals Pending, Outbound Shipments, and SIT@Origin (Storage in Transit at Origin).

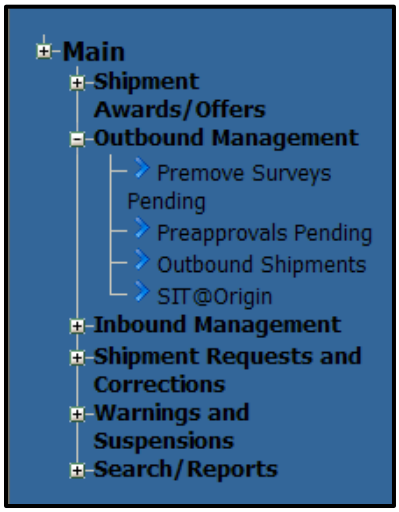


Figure 6-1. Outbound Management Menu

These menu items are in the Outbound Management menu in Figure 6-1. Click Premove Surveys Pending to view a queue of shipments before pickup. Shipments in the Preapprovals Pending queue are waiting for PPSO approval of any requested additional services. Click Outbound Shipments to view a queue of shipments with the status of "premove survey done," "in transit," or "in origin sit." Click SIT@Origin to view a queue of all shipments in SIT@Origin.

6.1 PREMOVE SURVEYS

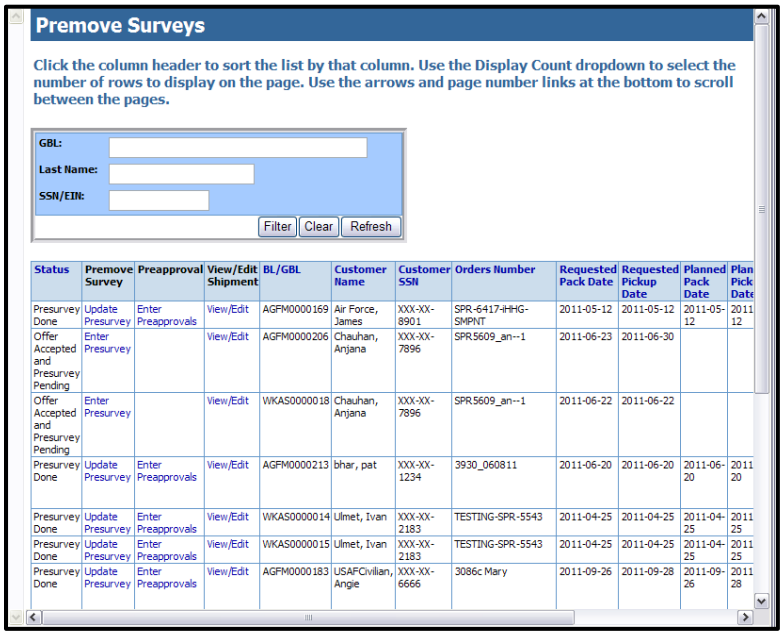
Premove surveys ensure the successful movement of a DoD shipment. These surveys are typically conducted between the TSP and the DoD Customer by phone or through an on-site visit. Most importantly, premove surveys establish the specific needs and concerns of the customer, and must be completed prior to the printing of the shipment's Bill of Lading/Government Bill of Lading (BL/GBL).

The premove survey helps establish technical aspects of the move, including: Estimated weight of goods to be transported, Provisions for special packaging and services required, Plans for any special difficulties presented by the move, and Scheduling dates agreed upon by the customer and TSP.

Note: The entry of or changes to premove survey information will result in an e-mail to all affected parties.

Click *Premove Surveys Pending* in the navigation tree to access the Premove Surveys page (Figure 6-2).

6.1.1 Enter Premove Survey



Premove Surveys

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages.

GBL:
Last Name:
SSN/EIN:
Filter Clear Refresh

Status	Premove Survey	Preapproval	View/Edit Shipment	BL/GBL	Customer Name	Customer SSN	Orders Number	Requested Pack Date	Requested Pickup Date	Planned Pack Date	Plan Pick Date
Presurvey Done	Update Presurvey	Enter Preapprovals	View/Edit	AGFM0000169	Air Force, James	XXX-XX-8901	SPR-6417-iHHG-SMPNT	2011-05-12	2011-05-12	2011-05-12	2011 12
Offer Accepted and Presurvey Pending	Enter Presurvey		View/Edit	AGFM0000206	Chauhan, Anjana	XXX-XX-7896	SPR5609_an--1	2011-06-23	2011-06-30		
Offer Accepted and Presurvey Pending	Enter Presurvey		View/Edit	WKAS0000018	Chauhan, Anjana	XXX-XX-7896	SPR5609_an--1	2011-06-22	2011-06-22		
Presurvey Done	Update Presurvey	Enter Preapprovals	View/Edit	AGFM0000213	bhar, pat	XXX-XX-1234	3930_060811	2011-06-20	2011-06-20	2011-06-20	2011 20
Presurvey Done	Update Presurvey	Enter Preapprovals	View/Edit	WKAS0000014	Ulmet, Ivan	XXX-XX-2183	TESTING-SPR-5543	2011-04-25	2011-04-25	2011-04-25	2011 25
Presurvey Done	Update Presurvey	Enter Preapprovals	View/Edit	WKAS0000015	Ulmet, Ivan	XXX-XX-2183	TESTING-SPR-5543	2011-04-25	2011-04-25	2011-04-25	2011 25
Presurvey Done	Update Presurvey	Enter Preapprovals	View/Edit	AGFM0000183	USAFCivilian, Angie	XXX-XX-6666	3086c Mary	2011-09-26	2011-09-28	2011-09-26	2011 28

Figure 6-2. Premove Surveys Page

The Premove Surveys page lists all shipments that are accepted, but are not yet picked up. Shipments that require premove survey information are listed with an *Enter Presurvey* link in the Premove Survey column. Shipments with current premove survey information are listed with an *Update Presurvey* link in the Premove Survey column. Click Enter Presurvey or Update Presurvey to access the Shipment Premove Survey page (Figure 6-2).

The Premove Surveys page allows a TSP to request preapproval for additional services or accessorials after a survey is completed. Premove survey information can be updated until shipments are picked up.

Note: Updates to shipment information after a GBL is printed will result in a GBL correction. If changes are made to the shipment information after a GBL is printed, a correction notice is automatically generated (see Section 9.5).

6.1.2 Submit Premove Survey Details

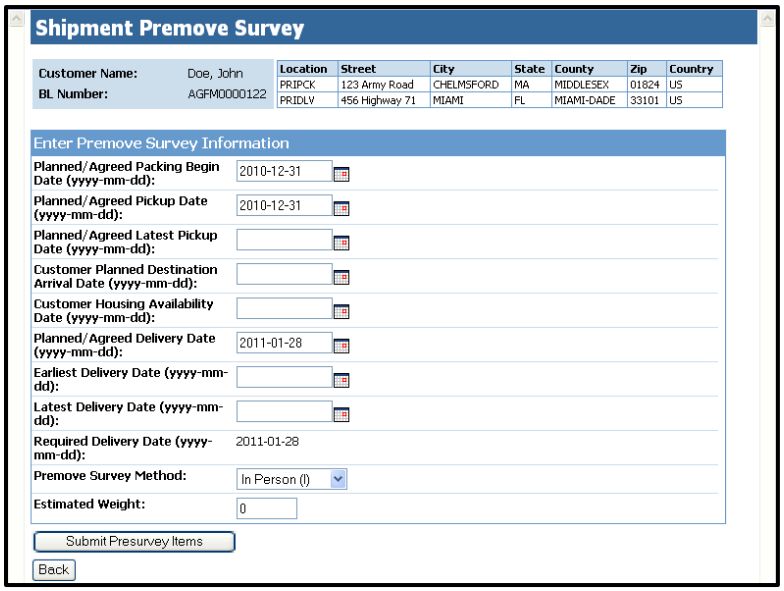


Figure 6-3. Shipment Premove Survey Page

The Shipment Premove Survey page (Figure 6-3) shows the Department of Defense (DoD) Customer Name, BL Number assigned to the shipment, and the origin and destination address of the outbound shipment. Key information that must be entered during the premove survey includes the agreed upon packing and pickup dates, along with the estimated weight. Click the Submit Presurvey Items button after entering or modifying information to access a confirmation page.

Click the Save and Continue button on the confirmation page to complete the transaction and access the Shipment Presurvey Completed page to confirm the premove survey (Figure 6-4).

6.1.3 Completed Premove Survey

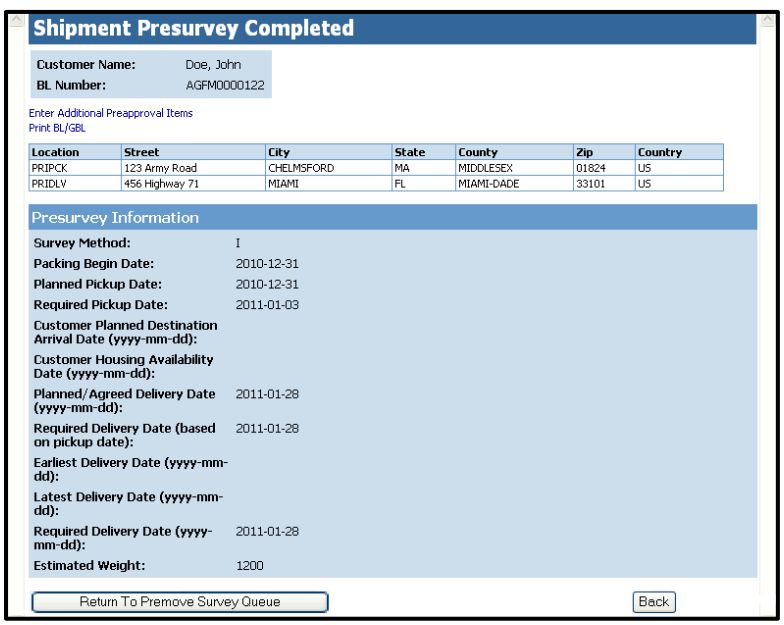


Figure 6-4. Presurvey Completed Page

The Presurvey Completed page contains a summary of the shipment details and allows users to print the BL/GBL form by clicking the *Print BL/GBL* link. Note that the BL/GBL can be printed at any time by clicking Print Forms under the Search/Reports menu in the navigation tree. A PDF of the form opens; to print the form, click the print icon. Click the *Enter Additional Preapproval Items* link or the Return To Premove Survey Queue button to continue.

6.2 PREAPPROVALS

Preapprovals are used to manage accessorial services the TSP can provide to the customer that may incur additional costs. The TSP must receive PPSO approval for these additional services.

Note: TSP users can only enter Preapprovals for shipments with completed premove survey information.

Preapprovals are submitted and updated in multiple ways. The *Enter Preapprovals* link on the Premove Surveys page (Figure 6-2) and the *Edit Preapprovals* link on the View/Edit Shipment Information page. A TSP can also enter preapprovals by clicking *Preapprovals Pending* in the navigation tree and then searching for the shipment. For previously submitted preapprovals, the TSP can access the Preapprovals Pending queue and enter additional items.

Click the *Enter Preapprovals* link to access the Preapprovals for Shipment page (Figure 6-5).

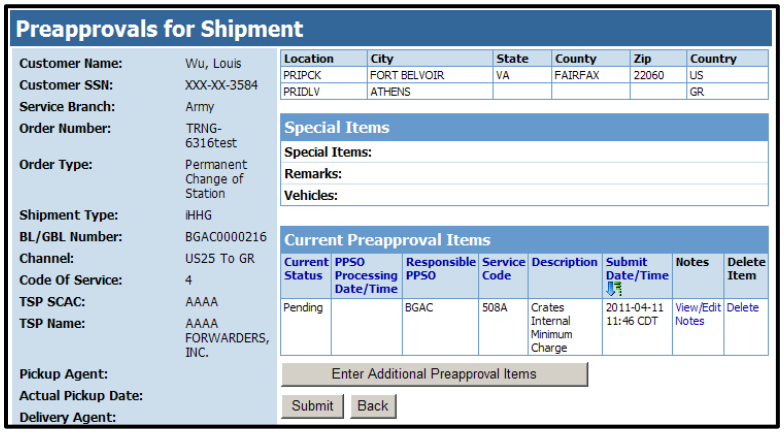


Figure 6-5. Preapprovals for Shipment Page

Click the Enter Additional Preapproval Items button to access the Add Preapprovals Items page (Figure 6-6).

6.2.1 Enter Preapproval

To enter preapproval items for a shipment, check the box to the left of an item to select it (Figure 6-6).

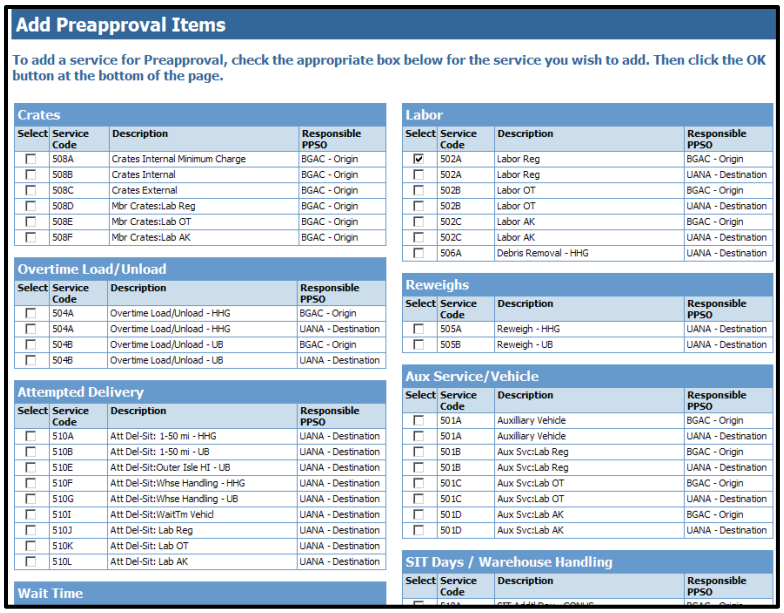


Figure 6-6. Add Preapproval Items Page

After selecting preapproval items, scroll to the bottom of the page and click the OK button to add the accessorials with a status of pending (**Error! Reference source not found.**).

Note: Only accessorial items that are subject to preapproval are displayed.

6.2.2 Add a Note

On the Preapprovals for Shipment page (Figure 6-5), click the *View/Edit Notes* link to view the Preapproval Item Notes page (Figure 6-7).

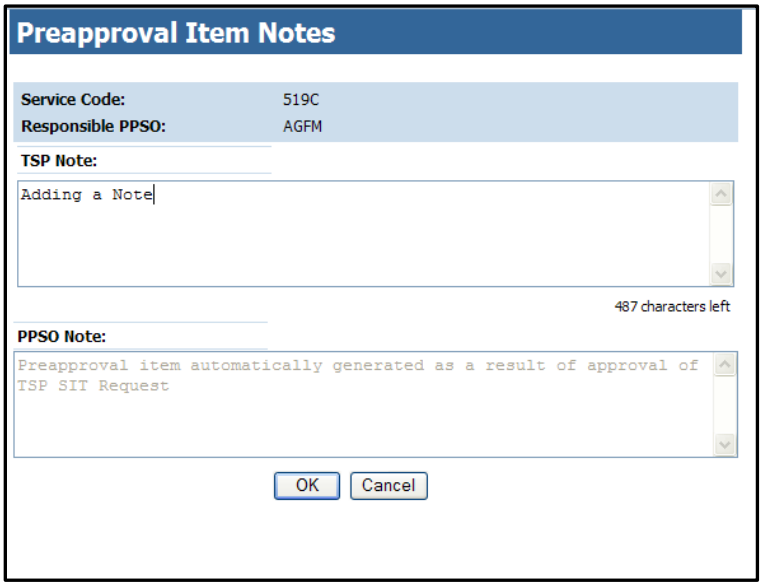


Figure 6-7. Preapproval Item Note Page

The Preapproval Item Notes page displays a TSP Note Section and a PPSO Note section. Type in a desired note and click the OK button.

Preapprovals: Edit Preapprovals

Current Approval Status	Responsible PPSO GBLOC	Item Service Code	Description	Submit Date	PPSO Note	TSP Note
Approved	AGFM	519C	SIT Additional Day	2011-08-16	Preapproval item automatically generated as a result of approval of TSP SIT Request	Adding a Note
Approved	AGFM	519A	SIT 1st Day and Whse Handling	2011-08-16	Preapproval item automatically generated as a result of approval of TSP SIT Request	

Figure 6-8. TSP Preapprovals Note Added

The most recent note is displayed under the TSP Note column under Edit Preapprovals.

6.2.3 Review Pending Preapprovals for Accessorial Services

Shipments are listed in the Preapprovals Pending queue if there is at least one requested service item pending PPSO approval. In addition, shipments are listed in the queue if there is at least one requested service item denied by the PPSO within the past 60 days. Click *Preapproval Pending* in the navigation tree to access the Preapprovals Pending page (Figure 6-9). The page will list any shipments that are pending PPSO approval.

The Preapprovals Pending page provides an option to search for a particular shipment. To search by GBL Number, enter the complete or leading characters of the GBL Number, a customer social security number (SSN) or last name to identify the shipment(s). Click the Filter button to view the Search Results page, which will list all shipments matching the search criteria. Users can select a listed shipment to enter preapprovals.

Preapprovals Pending

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages.

GBL:
Last Name:
SSN/EIN:
Filter Clear Refresh

The table below lists all shipments that have preapproval items that are pending PPSO approval or have been denied by the PPSO within the last 60 days.

View/Edit Preapprovals	View/Edit Shipment	First Pack Date	TSP Submit Date/Time	BL/GBL	Customer Name	Service Codes	Origin Location	Origin Zip Code	Destination Location	Destination Zip Code
View/Edit Preapprovals	View/Edit Shipment	2011-12-19	2011-12-20 11:46 EST	AGFM0000611	Boat, Billy	105D 120A 120B 130D 130G 130H 130J 175A 4B	DOVER DE US	19901	MIAMI FL US	33101
View/Edit Preapprovals	View/Edit Shipment	2011-12-19	2011-12-19 16:14 EST	AGFM0000609	Boat, Billy	105D 120B 130D 130G 130H 130J 175A	DOVER DE US	19901	MIAMI FL US	33101
View/Edit Preapprovals	View/Edit Shipment	2011-12-20	2011-12-20 09:03 EST	AGFM0000610	Boat, Billy	105D 120B 130D 130G 130H 130J 175A	DOVER DE US	19901	MIAMI FL US	33101
View/Edit Preapprovals	View/Edit Shipment	2011-12-23	2011-12-19 10:54 EST	AGFM0000588	Boat, Billy	105B 105E 120A 120D 120E 130A 130B 130C 130D 130E 130F 130G 130H 130I 175A 4B	CHELMSFORD MA US	01824	MIAMI FL US	33101
View/Edit Preapprovals	View/Edit Shipment	2011-12-25	2011-12-06 08:23 EST	AGFM0000583	Boat, Billy	105B 105D 105E 120A 120D 120E 130A 130B 130C 130D 130I 175A	CHELMSFORD MA US	01824	MIAMI FL US	33101
View/Edit Preapprovals	View/Edit Shipment	2011-12-25	2011-12-02 14:18 EST	AGFM0000219	Hatfield, Terrance	125A 125C 17C 17E 17G	CHELMSFORD MA US	01824	MIAMI FL US	33101
View/Edit Preapprovals	View/Edit Shipment	2012-01-09	2012-01-09 09:45 EST	AGFM0000634	Boat, Billy	105E 120A 120D 120E 130A 130B 130C 130D 130E 130F 130G 130H 130I 175A	CHELMSFORD MA US	01824	MIAMI FL US	33101
View/Edit Preapprovals	View/Edit Shipment	2012-01-12	2012-01-07 15:20 EST	AGFM0000631	Boat, Billy	120A 120E 130A 130B 130C 130E 130F 130G 130H 130I 175A 35A 4B	CHELMSFORD MA US	01824	MIAMI FL US	33101

Rows Per Page: 10 Rows Per Page

Figure 6-9. Preapprovals Pending Page

In the View/Edit Preapprovals column, click the *View/Edit Preapprovals* link for the shipment requiring pre-approval to access the Preapprovals for Shipment page (Figure 6-10).

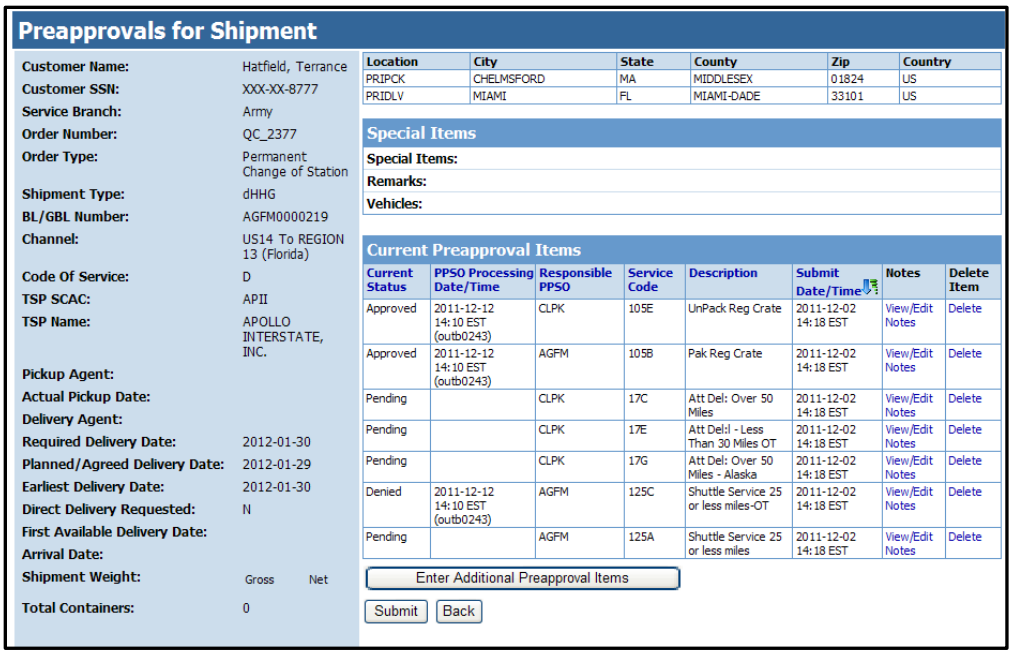


Figure 6-10. Preapprovals for Shipment Page

To add services, click the Enter Additional Preapproval Items button on the Preapprovals for Shipment page. To delete an item click the *Delete* link of the desired item under the Delete Item column. A separate confirmation window opens on the page (Figure 6-11). Click the OK button to delete.

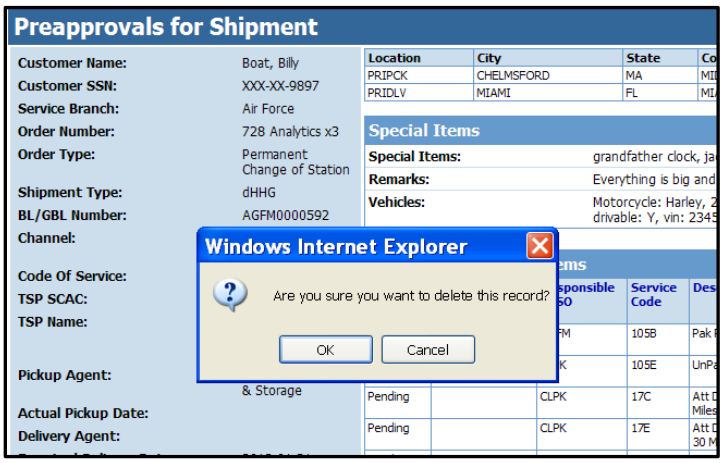
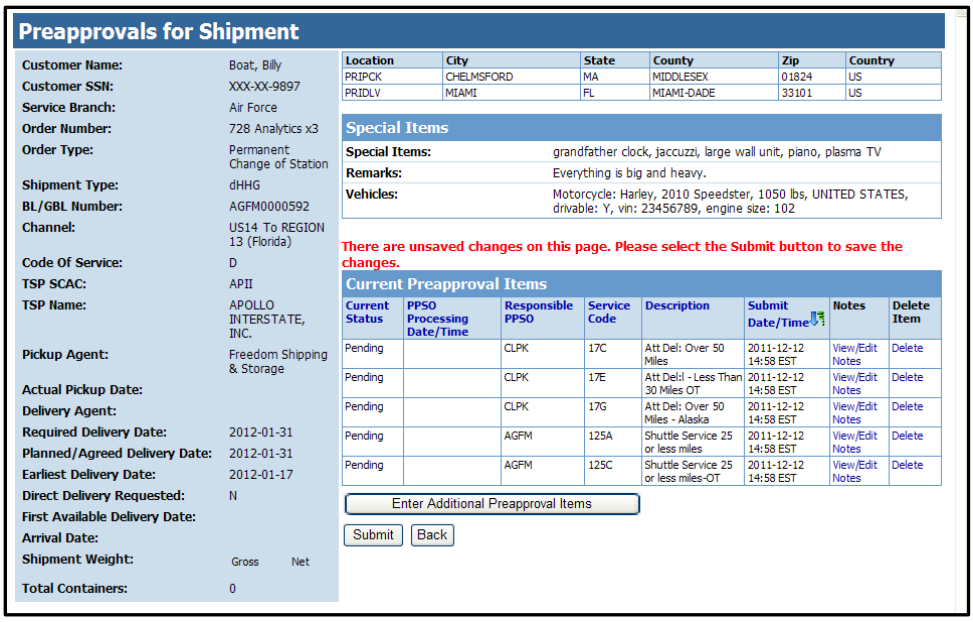


Figure 6-11. Delete Preapproval Item Confirmation

If there are unsaved changes on the Preapprovals for Shipment page, a warning message is displayed to remind the user to click the Submit button in order to save changes before proceeding.



Preapprovals for Shipment

Customer Name:	Boat, Billy
Customer SSN:	XXX-XX-9897
Service Branch:	Air Force
Order Number:	728 Analytics x3
Order Type:	Permanent Change of Station
Shipment Type:	dHHG
BL/GBL Number:	AGFM0000592
Channel:	US14 To REGION 13 (Florida)
Code Of Service:	D
TSP SCAC:	APII
TSP Name:	APOLLO INTERSTATE, INC.
Pickup Agent:	Freedom Shipping & Storage
Actual Pickup Date:	
Delivery Agent:	
Required Delivery Date:	2012-01-31
Planned/Agreed Delivery Date:	2012-01-31
Earliest Delivery Date:	2012-01-17
Direct Delivery Requested:	N
First Available Delivery Date:	
Arrival Date:	
Shipment Weight:	Gross Net
Total Containers:	0

Location	City	State	County	Zip	Country
PRIPCK	CHELMSFORD	MA	MIDDLESEX	01824	US
PRIDLV	MIAMI	FL	MIAMI-DADE	33101	US

Special Items

Special Items:	grandfather clock, jaccuzzi, large wall unit, piano, plasma TV
Remarks:	Everything is big and heavy.
Vehicles:	Motorcycle: Harley, 2010 Speedster, 1050 lbs, UNITED STATES, drivable: Y, vin: 23456789, engine size: 102

There are unsaved changes on this page. Please select the Submit button to save the changes.

Current Preapproval Items

Current Status	PPSO Processing Date/Time	Responsible PPSO	Service Code	Description	Submit Date/Time	Notes	Delete Item
Pending		CLPK	17C	Att Del: Over 50 Miles	2011-12-12 14:58 EST	View/Edit Notes	Delete
Pending		CLPK	17E	Att Del:l - Less Than 30 Miles OT	2011-12-12 14:58 EST	View/Edit Notes	Delete
Pending		CLPK	17G	Att Del: Over 50 Miles - Alaska	2011-12-12 14:58 EST	View/Edit Notes	Delete
Pending		AGFM	125A	Shuttle Service 25 or less miles	2011-12-12 14:58 EST	View/Edit Notes	Delete
Pending		AGFM	125C	Shuttle Service 25 or less miles-OT	2011-12-12 14:58 EST	View/Edit Notes	Delete

Enter Additional Preapproval Items

Submit Back

Figure 6-12. Unsaved changes Warning

Click the Submit button and DPS returns to the Preapprovals Pending page (Figure 6-9).

6.3 OUTBOUND SHIPMENTS

The Outbound Shipments queue is a consolidated view of all shipments at an origin GBLOC location that have a completed premove survey, as well as those that are in transit. Shipments appearing in this queue are also listed in the Premove Surveys Pending and SIT@Origin queues for each status that applies. Click *Outbound Shipment* in the navigation tree to access the Outbound Shipments queue and enter shipment pickup information, preapprovals, place a shipment into SIT@Origin, manage SIT, or view and edit shipment information (Figure 6-13).

6.3.1 Enter a Pickup

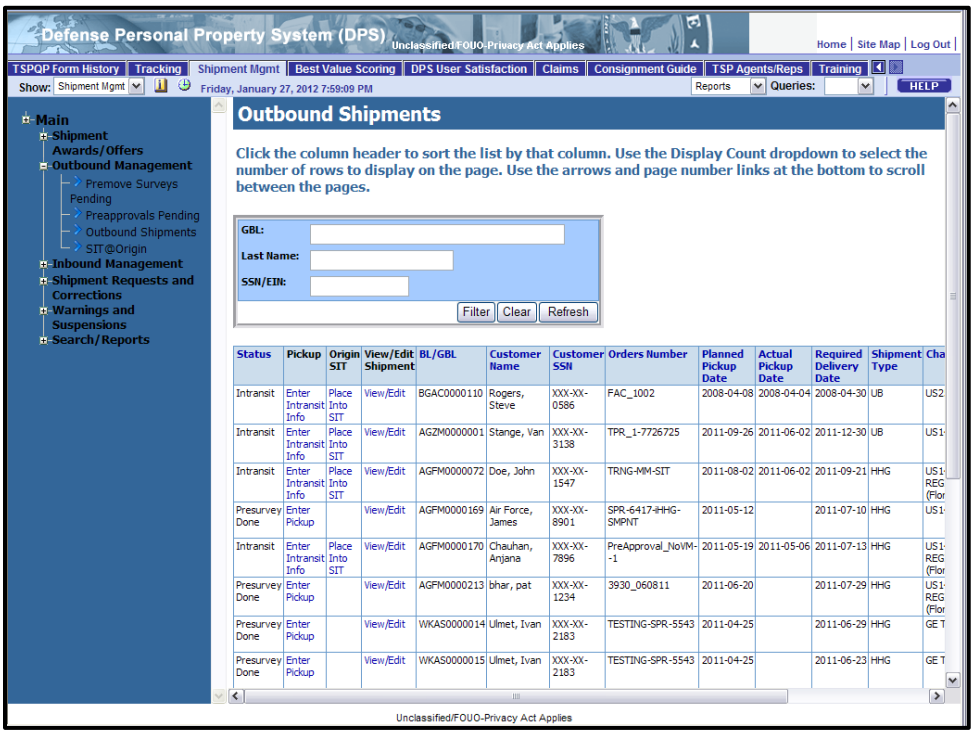


Figure 6-13. Outbound Shipments Page

Once the premove survey is complete, the shipment is ready for pickup by the TSP. To enter information regarding the pickup of a shipment, click the *Enter Pickup* link to access the Shipment Pickup page (Figure 6-14). This link is available for all shipments with a status of "Presurvey done."

6.3.2 Enter Pickup Information

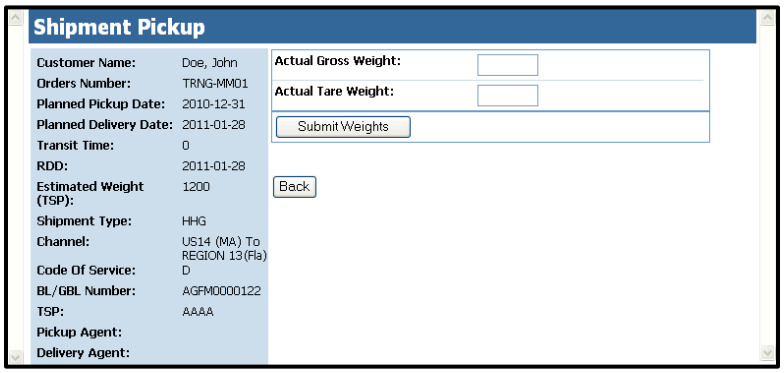


Figure 6-14. Shipment Pickup Page

The TSP is responsible for submitting information about the shipment pickup. In the Shipment Pickup page (Figure 6-15), enter the Actual Gross Weight and Actual Tare Weight of the shipment and click the Submit Weights button. DPS will present additional entry fields and the net weight is automatically calculated.

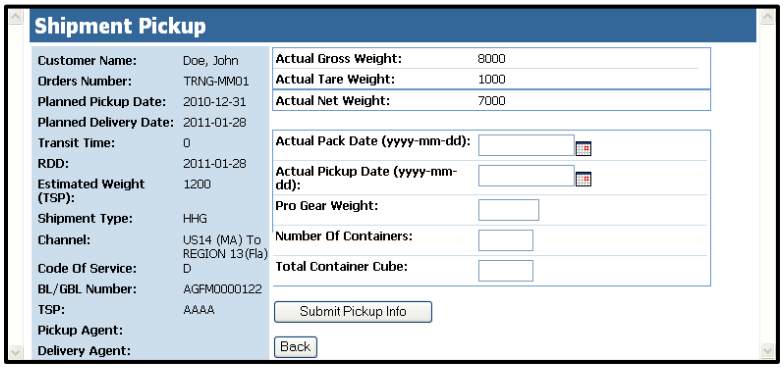


Figure 6-15. Shipment Pickup Page

Enter the actual pack and pickup dates and enter the Professional Gear Weight (Pro Gear Weight), if applicable. Note that domestic shipments are not containerized, but for international shipments, the shipment can be tracked by the number of containers and total container size (container cube). After entering information, click the Submit Pickup Info button. If there are no containers, the Shipment Pickup Completed page is presented.

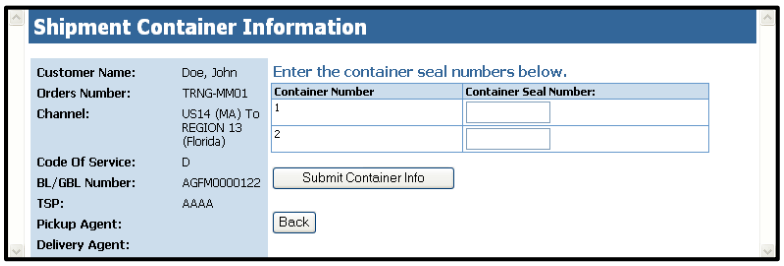


Figure 6-16. Shipment Container Information

If the number of containers entered is greater than zero, enter the Container Seal Numbers in the Shipment Container Information page (Figure 6-16) and click the Submit Container Info button to proceed to the Shipment Pickup Completed page (Figure 6-17).

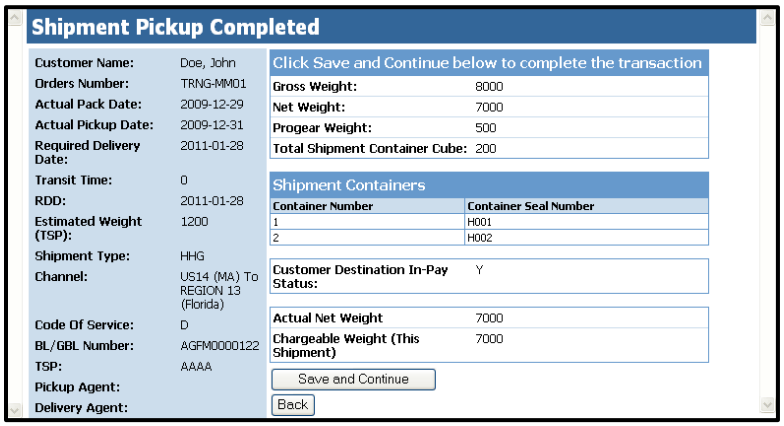


Figure 6-17. Shipment Pickup Completed

Review the information for accuracy and then click the Save and Continue button. The shipment information refreshes with the status on the Outbound Shipment page set to "in transit."

Once the shipment is picked up, it is considered in transit. Options in the Outbound Shipment page (Figure 6-13) are used to enter intransit information, or to place the shipment into origin SIT. Click the *Enter Intransit Info* link to access the Shipment Intransit Status Information page (Figure 6-18).

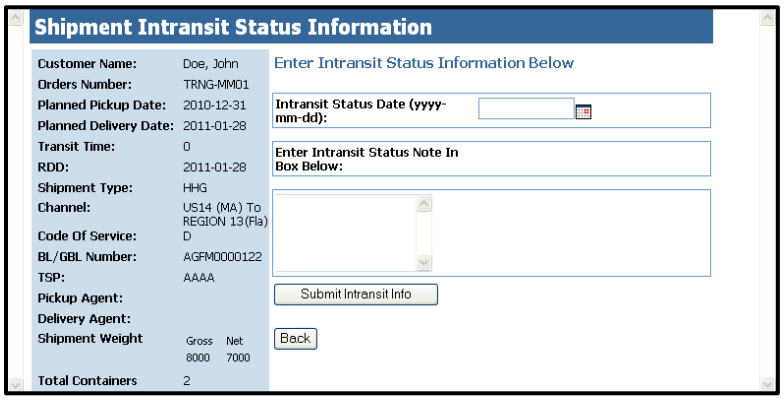


Figure 6-18. Shipment Intransit Status Information Page

Enter the Intransit Status Date, and enter any status notes in the text area provided. When complete, click the Submit Intransit Info button to access a confirmation page (Figure 6-19); click the Save and continue button to return to the Outbound Shipments page (Figure 6-13). Intransit information is presented in the far right column.

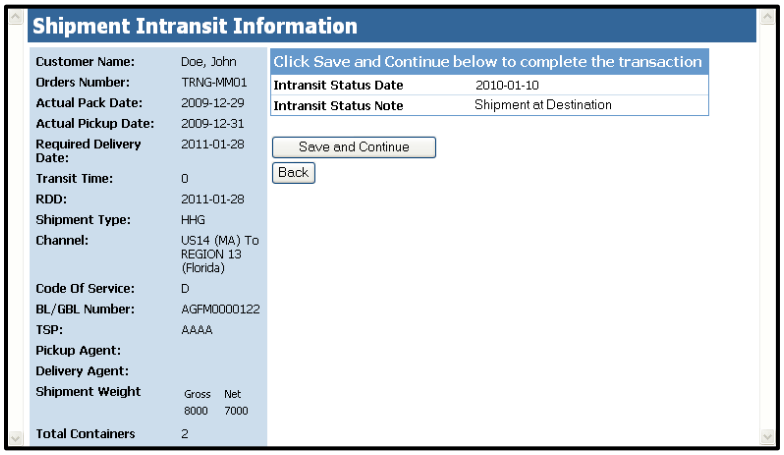


Figure 6-19. Shipment Intransit Information Confirmation

7 SIT MANAGEMENT

Shipments are placed into SIT at origin or destination, based on customer preference. At destination, the shipment may be partially delivered out of SIT, but for origin SIT the entire shipment must be released at once. The following screens illustrate SIT management for outbound shipments.

Note: Shipments placed into SIT must have PPSO approval.

7.1 SIT@ORIGIN

SIT@Origin is temporary storage near the pickup location used during the outbound shipment process. Once a shipment is picked up, it can be placed into SIT after the TSP has submitted a request to the responsible origin PPSO. To make a request, click the *Place into SIT* link for a shipment listed in the Outbound Shipment page (Figure 6-13) to access the Place Shipment into SIT page (Figure 7-1).

7.1.1 Create SIT Request

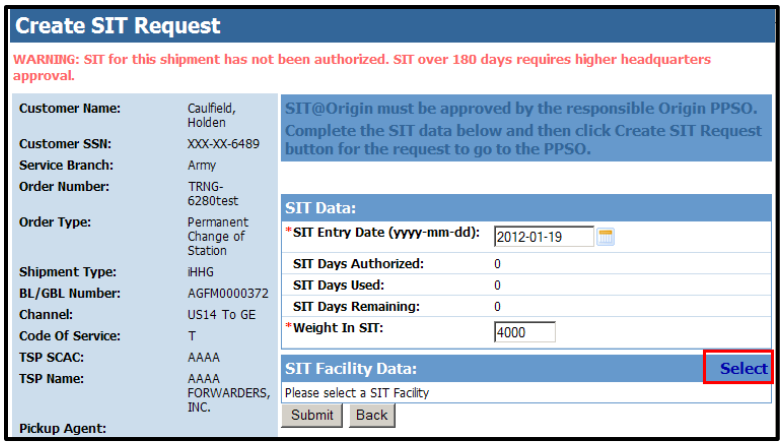


Figure 7-1. Create SIT Request Page

The Create SIT Request page requires a SIT entry date and the weight of the shipment. Click the *Select* link to choose a facility. The Select SIT Warehouse Facility is displayed (Figure 7-2).

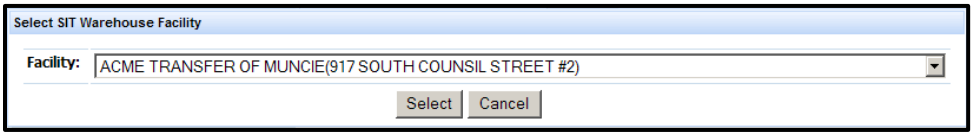
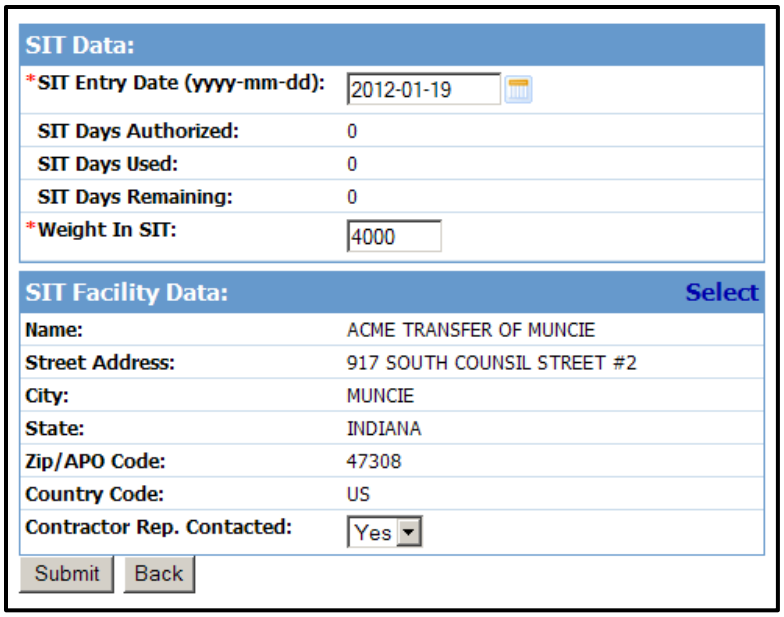


Figure 7-2. Select SIT Warehouse Facility

Facilities appearing in the list are approved warehouses associated with the origin GBLOC. Select a facility, and then click the Select button. The facility's details are displayed on the Create SIT Request page (Figure 7-3).



SIT Data:

*SIT Entry Date (yyyy-mm-dd):	2012-01-19
SIT Days Authorized:	0
SIT Days Used:	0
SIT Days Remaining:	0
*Weight In SIT:	4000

SIT Facility Data: Select

Name:	ACME TRANSFER OF MUNCIE
Street Address:	917 SOUTH COUNSIL STREET #2
City:	MUNCIE
State:	INDIANA
Zip/APO Code:	47308
Country Code:	US
Contractor Rep. Contacted:	Yes

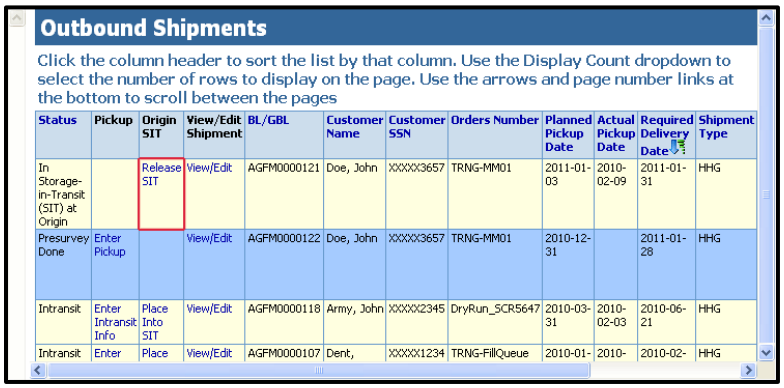
Submit Back

Figure 7-3. Create SIT Request Page

Click the Submit button. On the confirmation page, click the Save and Continue button to complete the transaction and access the Pending SIT Requests queue (Figure 9-3), where a TSP can monitor the status of the request. The Pending SIT Requests Queue is also accessed from the navigation tree under the Shipment Requests menu.

Note: These steps generate a request to the PPSO to place the shipment into storage. Once a PPSO has approved the request, the status of the shipment changes to "Origin SIT."

Release a Shipment from Origin SIT to access the Outbound Shipments Queue, click *Outbound Shipments* in the navigation tree. Once a shipment is placed into SIT@Origin, it is listed in the Outbound Shipments Queue and the SIT@Origin Queue, which is accessed by clicking *SIT@Origin* in the navigation tree. The shipment has the status of "In Storage-in-Transit (SIT) at Origin" and the *Release SIT* link is listed in the Origin SIT column of the Outbound Shipments page (Figure 7-4).



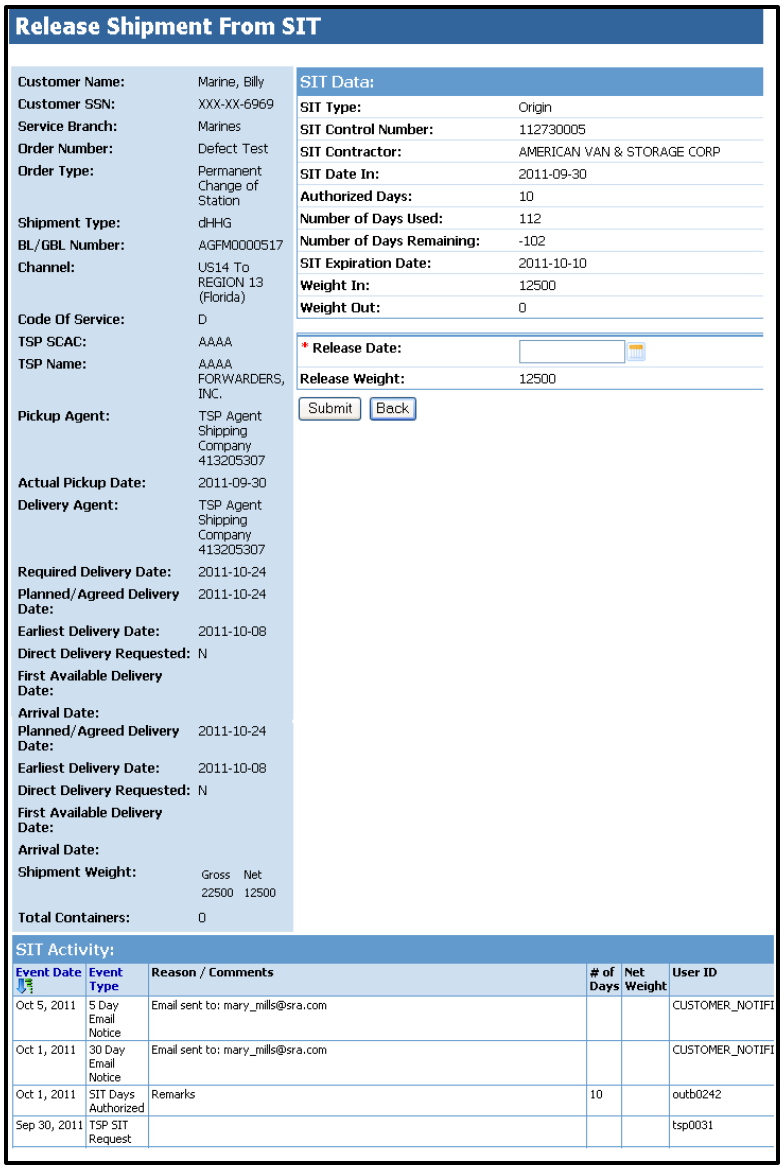
Outbound Shipments

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages

Status	Pickup	Origin SIT	View/Edit Shipment	BL/GBL	Customer Name	Customer SSN	Orders Number	Planned Pickup Date	Actual Pickup Date	Required Delivery Date	Shipment Type
In Storage-in-Transit (SIT) at Origin		Release SIT	View/Edit	AGFM0000121	Doe, John	XXXXX3657	TRNG-MM01	2011-01-03	2010-02-09	2011-01-31	HHG
Presurvey Done	Enter Pickup		View/Edit	AGFM0000122	Doe, John	XXXXX3657	TRNG-MM01	2010-12-31		2011-01-28	HHG
Intransit	Enter Intransit Info	Place Into SIT	View/Edit	AGFM0000118	Army, John	XXXXX2345	DryRun_SCR5647	2010-03-31	2010-02-03	2010-06-21	HHG
Intransit	Enter	Place	View/Edit	AGFM0000107	Dent,	XXXXX1234	TRNG-FillQueue	2010-01-	2010-	2010-02-	HHG

Figure 7-4. Outbound Shipments Page

Click the *Release SIT* link to access the Release Shipment from SIT page (Figure 7-5) and enter information used to release the shipment from storage. The *Release SIT* link is also listed on the SIT@Origin Queue page.



Release Shipment From SIT

Customer Name:	Marine, Billy
Customer SSN:	XXX-XX-6969
Service Branch:	Marines
Order Number:	Defect Test
Order Type:	Permanent Change of Station
Shipment Type:	dHHG
BL/GBL Number:	AGFM0000517
Channel:	US14 To REGION 13 (Florida)
Code Of Service:	D
TSP SCAC:	AAAA
TSP Name:	AAAA FORWARDERS, INC.
Pickup Agent:	TSP Agent Shipping Company 413205307
Actual Pickup Date:	2011-09-30
Delivery Agent:	TSP Agent Shipping Company 413205307
Required Delivery Date:	2011-10-24
Planned/Agreed Delivery Date:	2011-10-24
Earliest Delivery Date:	2011-10-08
Direct Delivery Requested:	N
First Available Delivery Date:	
Arrival Date:	
Planned/Agreed Delivery Date:	2011-10-24
Earliest Delivery Date:	2011-10-08
Direct Delivery Requested:	N
First Available Delivery Date:	
Arrival Date:	
Shipment Weight:	Gross 22500 Net 12500
Total Containers:	0

SIT Data:

SIT Type:	Origin
SIT Control Number:	112730005
SIT Contractor:	AMERICAN VAN & STORAGE CORP
SIT Date In:	2011-09-30
Authorized Days:	10
Number of Days Used:	112
Number of Days Remaining:	-102
SIT Expiration Date:	2011-10-10
Weight In:	12500
Weight Out:	0

* Release Date:	
Release Weight:	12500

Submit Back

SIT Activity:

Event Date	Event Type	Reason / Comments	# of Days	Net Weight	User ID
Oct 5, 2011	5 Day Email Notice	Email sent to: mary_mills@sra.com			CUSTOMER_NOTIFI
Oct 1, 2011	30 Day Email Notice	Email sent to: mary_mills@sra.com			CUSTOMER_NOTIFI
Oct 1, 2011	SIT Days Authorized	Remarks	10		outb0242
Sep 30, 2011	TSP SIT Request				tsp0031

Figure 7-5. Release Shipment From SIT Page

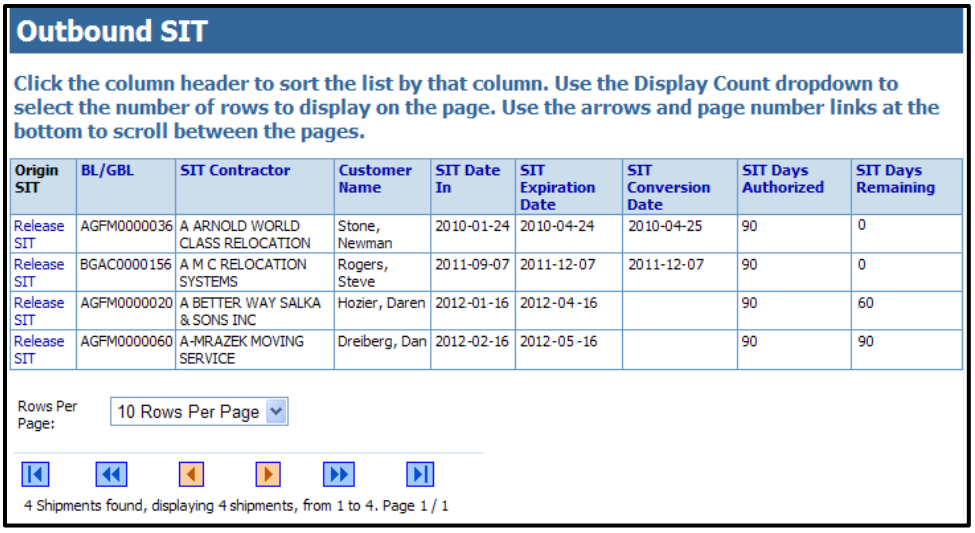
The TSP or the Outbound PPSO can release a shipment from SIT, which may be triggered by several factors. The Release Shipment From SIT page displays data relevant to the shipment (Figure 7-3). To finalize the release from SIT, click the calendar icon to select a release date or manually enter a date. Because the entire shipment must be released from origin SIT, the release weight is automatically set to the shipment net weight. Click the Submit button to complete the process. The shipment status changes to "in transit" for onward movement to a destination, the Required Delivery Date (RDD) is recalculated, and a GBL Correction is generated (see Section 9.5 of this document).

7.1.2 SIT@Origin

To view all shipments in Origin SIT, access the Outbound SIT page (Figure 7-6) by clicking *SIT@Origin* in the navigation tree. Each record (row) of the Outbound SIT Queue provides summary information about a shipment that is currently in temporary storage near the shipment origin. An outbound shipment placed into SIT remains in the SIT@Origin queue until the TSP or the responsible PPSO explicitly

releases the shipment from storage. To release a shipment from SIT, click the *Release SIT* link for a listed shipment, and follow the process defined for SIT release (above).

The other columns in the table present relevant shipment attributes including the SIT contractor, shipment weight, and SIT expiration date.



Outbound SIT

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages.

Origin SIT	BL/GBL	SIT Contractor	Customer Name	SIT Date In	SIT Expiration Date	SIT Conversion Date	SIT Days Authorized	SIT Days Remaining
Release SIT	AGFM0000036	A ARNOLD WORLD CLASS RELOCATION	Stone, Newman	2010-01-24	2010-04-24	2010-04-25	90	0
Release SIT	BGAC0000156	A M C RELOCATION SYSTEMS	Rogers, Steve	2011-09-07	2011-12-07	2011-12-07	90	0
Release SIT	AGFM0000020	A BETTER WAY SALKA & SONS INC	Hozier, Daren	2012-01-16	2012-04-16		90	60
Release SIT	AGFM0000060	A-MRAZEK MOVING SERVICE	Dreiberg, Dan	2012-02-16	2012-05-16		90	90

Rows Per Page: 10 Rows Per Page

4 Shipments found, displaying 4 shipments, from 1 to 4. Page 1 / 1

Figure 7-6. Outbound SIT Page

8 INBOUND MANAGEMENT

Inbound Management functions are used to support the shipment lifecycle from arrival at destination to final delivery. The inbound management functions are accessed using the menu items as shown in Figure 8-1.

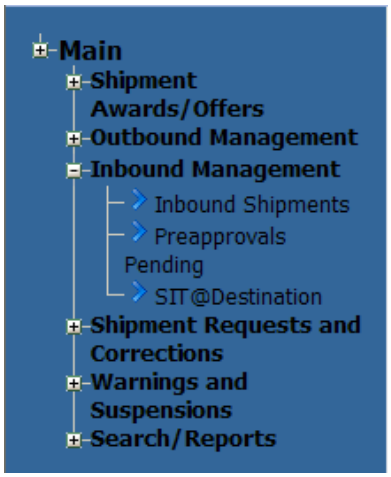


Figure 8-1. Inbound Management Menu

The Inbound Shipment queue facilitates delivery processes, as well as the placement of the shipment into SIT at destination. Inbound shipments include those in transit to their destination, along with those that have arrived. Shipments remain in the inbound shipment queue until final delivery of the last piece of the shipment, at which point the status is set to "delivered" and the shipment is "closed out" in DPS. Actions associated with the Inbound Shipments queue include management of whole or split shipment arrivals, preapprovals, management of SIT at destination, deliveries, and partial deliveries.

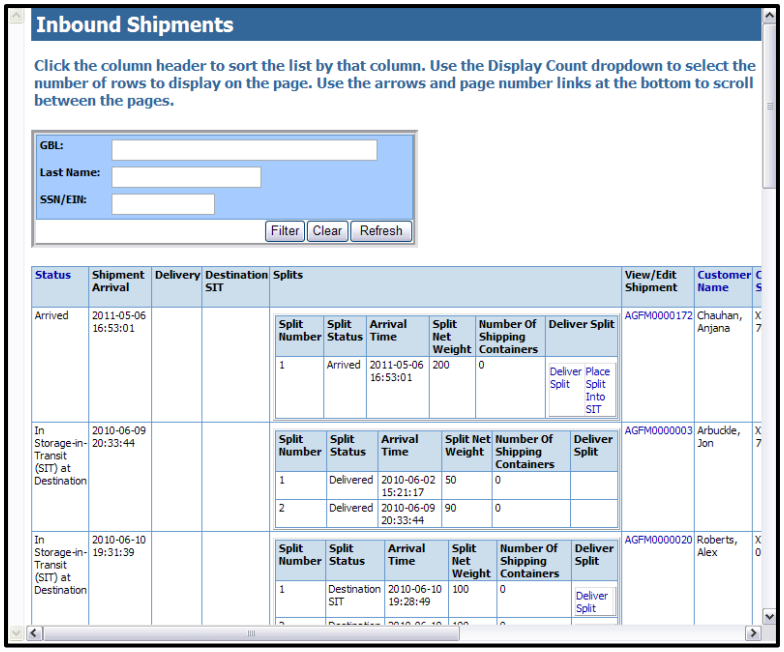


Figure 8-2. Inbound Shipments Page

Click *Inbound Shipments* in the Navigation tree to access the Inbound Shipments page (Figure 8-2), which lists all shipments in transit. Shipments remain in the Inbound Shipments queue until closed out of

DPS (i.e., delivered or diverted). The records (rows) in the table represent shipments in DPS. Active links to these shipment records are located in the Shipment Arrival, Delivery, Destination SIT, and Splits columns. Other columns in the table present shipment attributes. Functions accessed from the Inbound Shipments page include: entering an arrival, entering a delivery, managing a split shipment, placing a shipment into SIT at destination, and viewing or editing shipment information (click the BL/GBL Number in the View/Edit Shipment column).

Note: If the RDD for the shipment has passed, a red flag message is presented in the Required Delivery Date column.

Whether the RDD has been exceeded is calculated based on Pickup date or Release date from SIT at Origin to the Arrival date at destination. If arrival date is later than the RDD, then the RDD is exceeded.

8.1 ARRIVING A WHOLE SHIPMENT

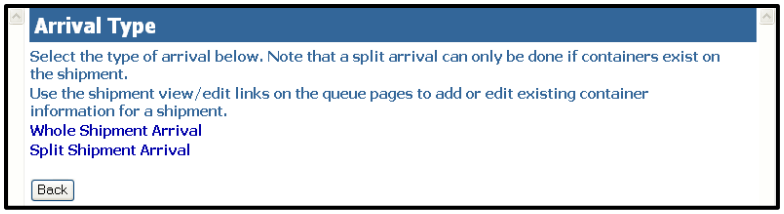


Figure 8-3. Arrival Type Page

Click the *Enter Arrival* link for a shipment with the status "in transit" from the Inbound Shipments page to access the Arrival Type page (Figure 8-3). Enter a whole shipment arrival; or, if there are multiple containers that have arrived separately, enter split shipment arrival information. Click the *Whole Shipment Arrival* link to access the Shipment Arrival page (Figure 8-4).

8.1.1 Shipment Arrival Information

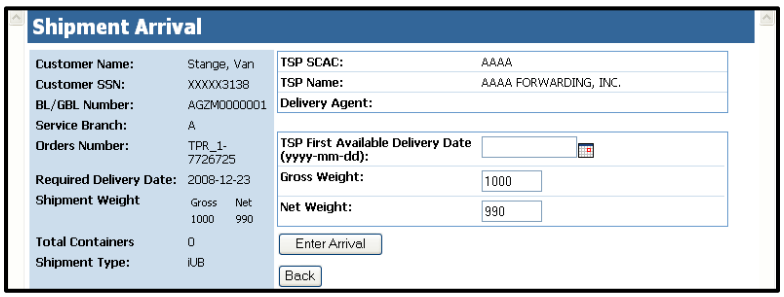


Figure 8-4. Shipment Arrival Page

Enter the first available delivery date. The shipment gross and net weights are automatically filled, based on the weight information entered as part of the pickup. Once all information is entered, click the Enter Arrival button to return to the Inbound Shipments page. The shipment status changes to "arrived" and the *Enter Arrival* link is no longer available.

8.2 SHIPMENT DELIVERY

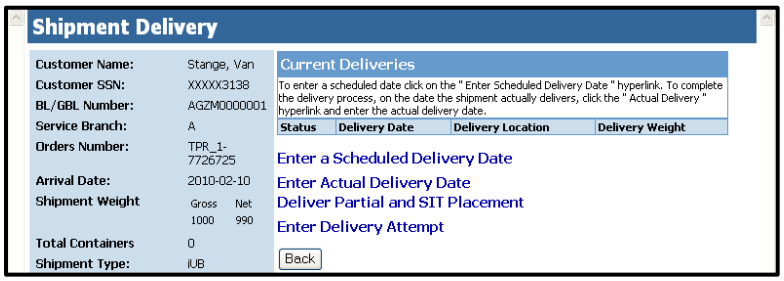


Figure 8-5. Shipment Delivery Page

To enter delivery information, click an *Enter Delivery* link listed on the Inbound Shipments page to access the Shipment Delivery page (Figure 8-5). Note that arrival times for whole and split shipments are displayed in the Inbound Shipments page. The Shipment Delivery page offers four choices: enter a scheduled delivery date, an actual delivery date, deliver a partial shipment and place the rest into SIT, or enter a delivery attempt. A partial delivery may occur if a customer needs some items, but not the entire shipment because of a delay in housing preparation. Click the *Enter a Scheduled Delivery Date* link to access the Schedule Shipment Delivery page (Figure 8-6).

8.2.1 Schedule Shipment Delivery Date

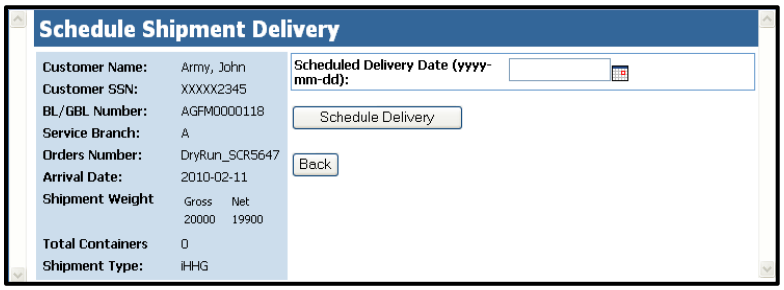


Figure 8-6. Schedule Shipment Delivery Page – Enter Date

To enter a date for a scheduled delivery, manually enter a date in the correct format or click the calendar icon and select a date. Then, click the Schedule Delivery button to save the delivery date and return to the Inbound Shipments page. The scheduled date value is presented in the Inbound Shipments page. After the shipment is delivered, use the *Enter Actual Delivery Date* link on the Shipment Delivery page to enter the actual shipment delivery date (Figure 8-7).

8.2.2 Enter Delivery Information for Whole Shipment

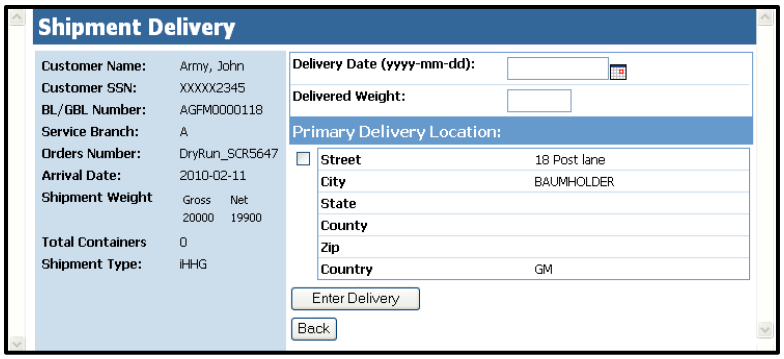


Figure 8-7. Shipment Delivery Page

Enter the date of the delivery and the weight of the delivered shipment, which is automatically set to the shipment net weight. To select a delivery location, click on the check box and then click the Enter Delivery button to view a confirmation page.

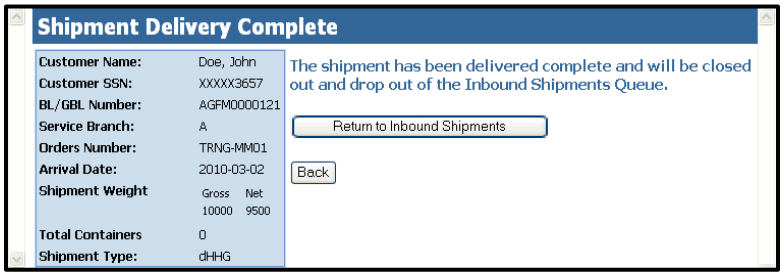


Figure 8-8. Confirm Shipment Delivery

The Shipment Delivery Complete page (Figure 8-8), notifies users that the shipment has been delivered complete. Click the Return to Inbound Shipments button to return to the Inbound Shipments queue. The delivered shipment is no longer listed as a line item in the Inbound Shipments Queue.

8.2.3 Deliver Partial and SIT Placement

To account for a partial delivery when the remainder of the shipment is placed into SIT, click the *Deliver Partial and SIT Placement* link on the Shipment Delivery page (Figure 8-5) to access the Shipment Partial Delivery page (Figure 8-9).

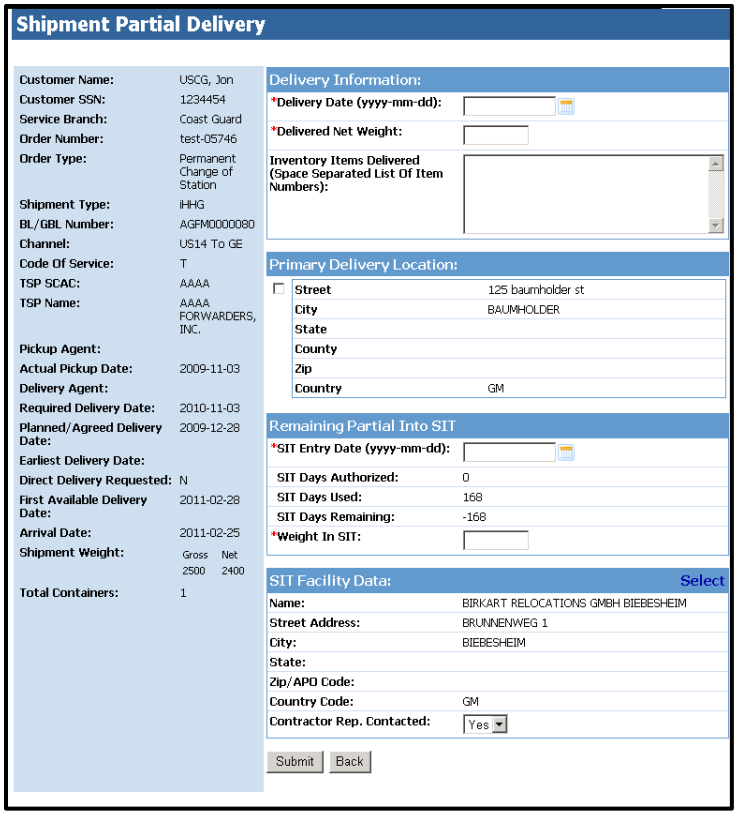


Figure 8-9. Shipment Partial Delivery Page

Enter values in the Delivery Date, Delivered Net Weight, and Inventory Items Delivered fields. When entering item numbers, separate them with a space; **do not** use commas, dashes, or any other special characters. Select a Primary Delivery Location by checking the Primary Delivery Location box. Enter

values in the SIT Entry Date and Weight In SIT fields. Weight In SIT should equal the shipment net weight less the delivered weight. Select a value for the Contractor Rep Contacted field using the drop-down menu. Next, click the *Select* link in the SIT Facility Data section to choose a Warehouse Facility using the drop-down list. DPS will populate the warehouse information after a selection is made. Click the Submit button to complete the process. The shipment status is updated to "destination sit" and the user is returned to the Inbound Shipment page, which reflects the updated shipment status, storage, and delivered weights.

Note: If there is an error with the entered weights (i.e., the delivered weight plus the weight in SIT does not equal the shipment net weight), a page will prompt the user to correct the entered weights.

8.2.4 Enter Attempted Delivery

If a delivery is attempted, but a TSP is not able to complete it, click the *Enter Delivery Attempt* link on the Shipment Delivery page (Figure 8-5) to access the Delivery Attempt page (Figure 8-10).

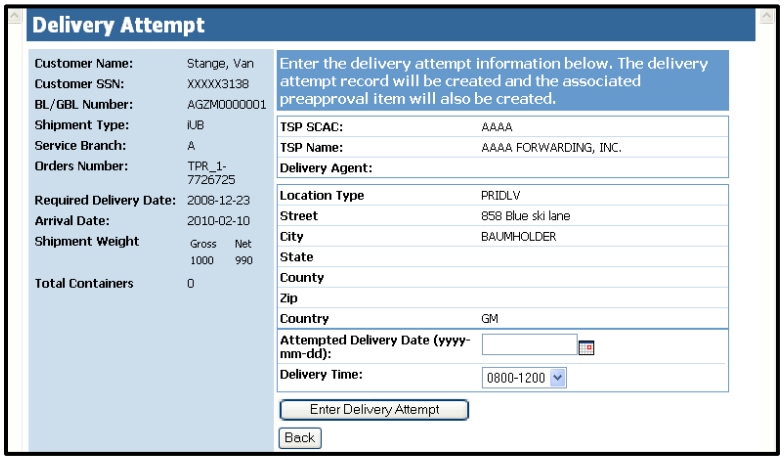


Figure 8-10. Delivery Attempt Page

Enter the attempted delivery date and time in the fields and click the Enter Delivery Attempt button to complete the action. A preapproval item for the delivery attempt is automatically generated.

8.3 SPLIT SHIPMENTS

When shipments arrive separately, a split arrival is entered in DPS. "Split" is indicated in the Status column on the Inbound Shipments page (Figure 8-11). In the example detailed below, we will see a split shipment for a containerized shipment. Note that if a split shipment does not utilize containers, you will not be asked to select containers, and you will not enter container information (Figure 8-13 shows entry of container information).

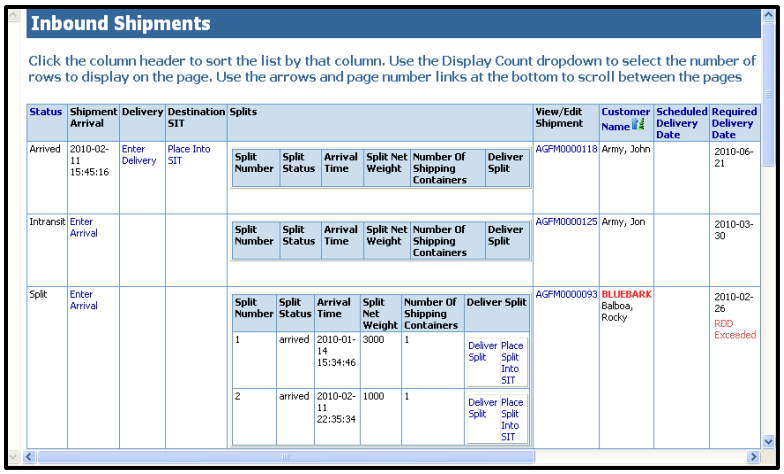


Figure 8-11. Inbound Shipments Page

Click the *Enter Arrival* link to access the Arrival Type page (Figure 8-12).

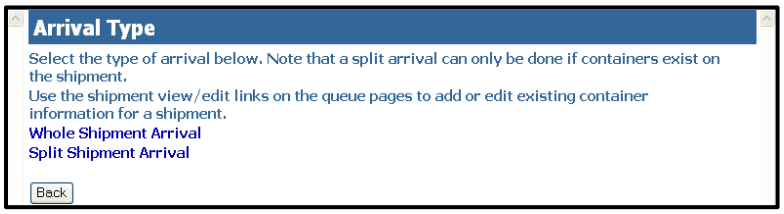


Figure 8-12. Arrival Type Page

Click the *Split Shipment Arrival* link (Figure 8-12).

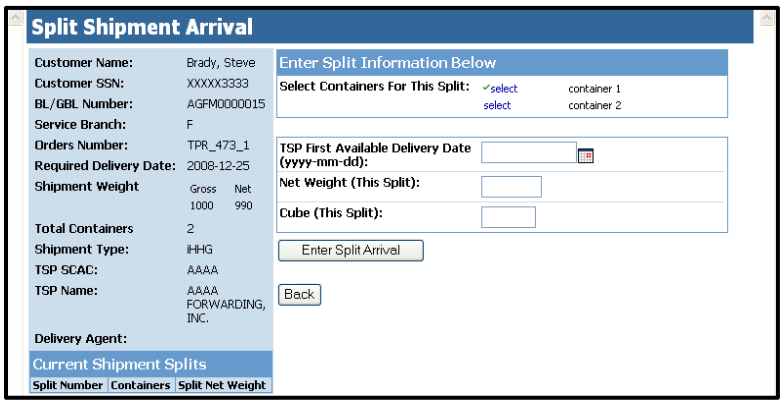


Figure 8-13. Split Shipment Arrival Page

Click the *select* link to select one or more containers as depicted in Figure 8-13. A green check mark is used to indicate selection. To add containers, navigate to the View/Edit Shipment information page for the shipment and scroll down to access the Add Containers option. Enter the first available delivery date, the net weight of the split, and the cube for the split, and then click the Enter Split Arrival button to update the record.

8.4 SIT@DESTINATION

SIT@Destination functions support activities associated with processing a shipment into and out of SIT. Inbound SIT is temporary storage, near the delivery location, used during the inbound shipment process.

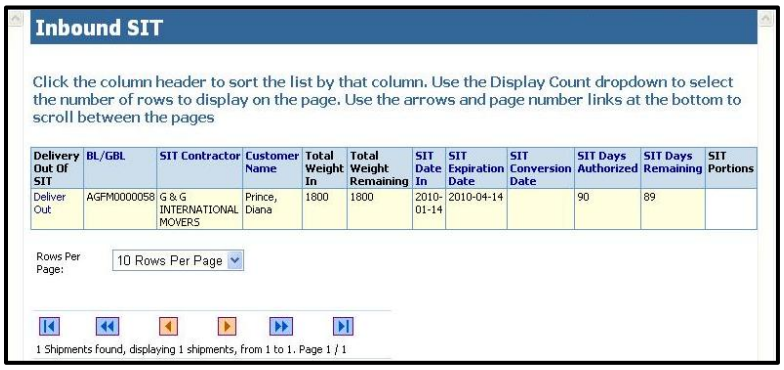
Shipments typically move from “In-transit” status to “Arrived” to “Delivered.” However, in some cases, such as when housing is not available, temporary storage may be necessary.

An arrived shipment may be placed entirely into SIT@Destination by selecting the *Place Into SIT* link in the Destination SIT column from the Inbound Shipments Queue. The process for placing a shipment into SIT@Destination is the same as that for origin, with the TSP generating a request for storage and the PPSO issuing their approval or denial (as discussed in Section **Error! Reference source not found.**).

When a split shipment is placed into SIT@Destination, the status remains as split even if all portions have arrived. This allows the PPSO to manage the SIT (i.e., to extend SIT or convert SIT) and prevents the shipment from appearing in the SIT@Destination queue.

Note: TSP users should not request Preapproval for Destination SIT before the shipment is packed, picked up, and arrived by the TSP at destination in DPS. At that point, the destination PPSO can view the shipment, select TSP requests from their shipment queue, and approve or disapprove the SIT request.

8.4.1.1 Inbound SIT



Delivery Out Of SIT	BL/GBL	SIT Contractor	Customer Name	Total Weight In	Total Weight Remaining	SIT Date In	SIT Expiration Date	SIT Conversion Date	SIT Days Authorized	SIT Days Remaining	SIT Portions
Deliver Out	AGFM0000058	G & G INTERNATIONAL MOVERS	Prince, Diana	1800	1800	2010-01-14	2010-04-14		90	89	

Figure 8-14. Inbound SIT Page

To access a queue of shipments in SIT at destination, click *SIT@Destination* in the navigation tree to access the Inbound SIT page (Figure 8-14). The records (rows) of the Inbound SIT table represent shipments that are currently in temporary storage near the shipment destination. The only function available from the Inbound SIT page is for the delivery out of SIT discussed above. The other columns of this table present shipment attributes such as the SIT contractor, shipment weight, and SIT expiration date.

Note: If split shipments are placed into SIT, the split portions, their weights, and associated SIT Control Numbers are displayed in the far right SIT Portions column.

9 SHIPMENT REQUESTS AND CORRECTIONS

Shipment requests are made by the DoD Customer, TSP, or PPSO, and depending on the type of request, are handled differently. In some cases, requests significantly affect shipment information, attributes, and management decisions. Changes that result in an increase in cost for processing the shipment must be approved by the PPSO. Customer requests are generally directed to both the PPSO and the TSP, but the PPSO may make requests of the TSP and vice versa. For example, a PPSO can make a reweigh request to the TSP and the TSP can make a SIT request to the PPSO. The Requests and Corrections menu also includes information about GBL Corrections, Diversions, and Terminations.

The following figure displays the Shipment Requests and Corrections menu. These functions allow users to manage various requests made during the shipment process.

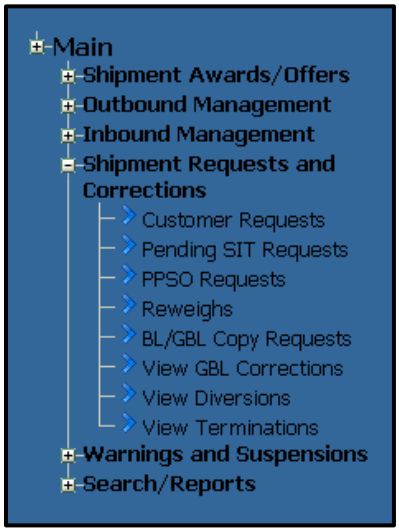


Figure 9-1. Shipment Requests and Corrections Menu

9.1 CUSTOMER REQUESTS

The Customer Requests queue (Figure 9-2), located on the Monitor Customer Requests page and is accessed by clicking the Customer Requests link on the Shipment Requests and Corrections menu (as seen in Figure 9-1).

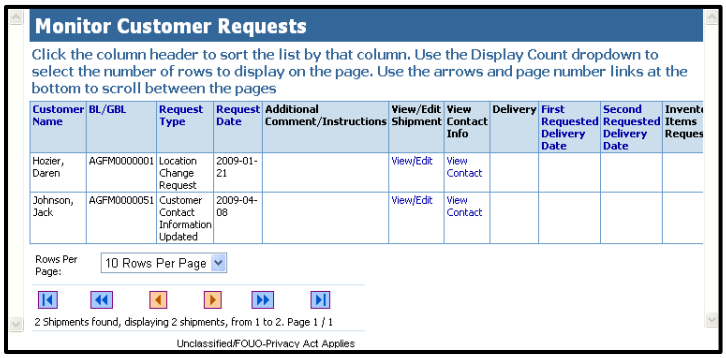
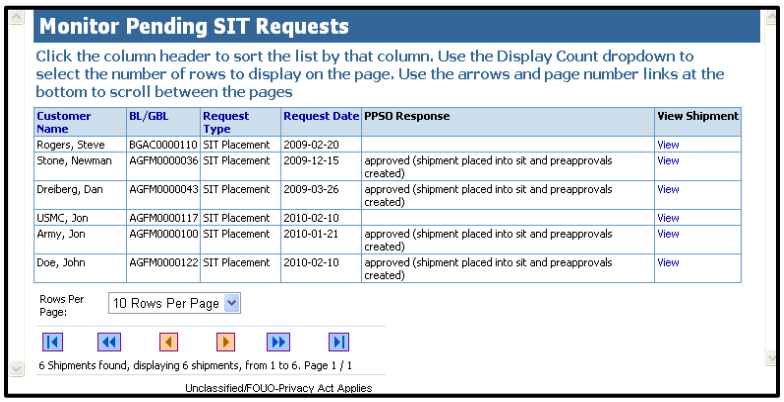


Figure 9-2. Monitor Customer Requests Page

The records of the Monitor Customer Requests table indicate shipments for which a DoD Customer has made a delivery request. Click the *View/Edit* or *View Contact* link to access the Shipment Information page.

9.2 MONITOR PENDING SIT REQUESTS



Monitor Pending SIT Requests

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages

Customer Name	BL/GBL	Request Type	Request Date	PPSO Response	View Shipment
Rogers, Steve	BGAC0000110	SIT Placement	2009-02-20		View
Stone, Newman	AGFM0000036	SIT Placement	2009-12-15	approved (shipment placed into sit and preapprovals created)	View
Dreiberg, Dan	AGFM0000043	SIT Placement	2009-03-26	approved (shipment placed into sit and preapprovals created)	View
USMC, Jon	AGFM0000117	SIT Placement	2010-02-10		View
Army, Jon	AGFM0000100	SIT Placement	2010-01-21	approved (shipment placed into sit and preapprovals created)	View
Doe, John	AGFM0000122	SIT Placement	2010-02-10	approved (shipment placed into sit and preapprovals created)	View

Rows Per Page: 10 Rows Per Page

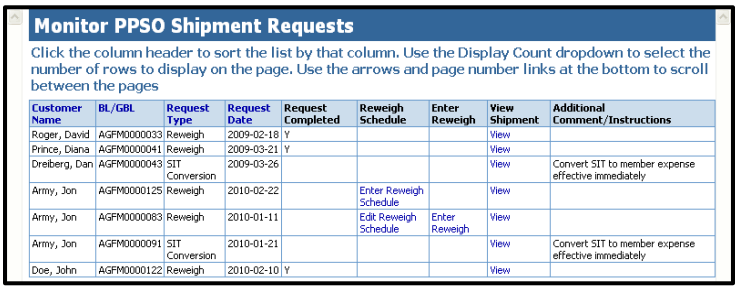
6 Shipments found, displaying 6 shipments, from 1 to 6. Page 1 / 1

Unclassified/FOUO-Privacy Act Applies

Figure 9-3. Monitor Pending SIT Requests Page

Click *Pending SIT Requests* in the navigation tree to access the Monitor Pending SIT Requests Page (Figure 9-3). Each row in the table presents information about a shipment request and indicates the PPSO response. Use the *View* link to access the Shipment Information page.

9.3 PPSO REQUESTS



Monitor PPSO Shipment Requests

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages

Customer Name	BL/GBL	Request Type	Request Date	Request Completed	Reweigh Schedule	Enter Reweigh	View Shipment	Additional Comment/Instructions
Roger, David	AGFM0000033	Reweigh	2009-02-18	Y			View	
Prince, Diana	AGFM0000041	Reweigh	2009-03-21	Y			View	
Dreiberg, Dan	AGFM0000043	SIT Conversion	2009-03-26				View	Convert SIT to member expense effective immediately
Army, Jon	AGFM0000125	Reweigh	2010-02-22		Enter Reweigh Schedule		View	
Army, Jon	AGFM0000083	Reweigh	2010-01-11		Edit Reweigh Schedule	Enter Reweigh	View	
Army, Jon	AGFM0000091	SIT Conversion	2010-01-21				View	Convert SIT to member expense effective immediately
Doe, John	AGFM0000122	Reweigh	2010-02-10	Y			View	

Figure 9-4. Monitor PPSO Shipment Requests Page

Click *PPSO Requests* in the navigation tree to access a queue of pending requests in the Monitor PPSO Requests page (Figure 9-4). This page lists all shipments with pending reweigh requests approved by the PPSO. Use the links to view the Shipment Information page and/or enter reweigh information.

Reweigh Requests are important because shipment weight is a significant factor in calculating shipment costs. A change in weight may result in a change in the cost of a shipment. The weight of most shipments remains fixed (within a certain tolerance). It follows that the part of the shipping cost calculated based on its weight should not change. However, in some cases, a reweigh may be warranted to make certain that the recorded shipment weight is accurate. If an appreciable portion of a shipment is lost or added (for whatever reason) toward the beginning of transit, then the weight and cost of the shipment should decrease or increase accordingly.

The customer is entitled to have the shipment reweighed prior to delivery at destination. The customer can make a request for a reweigh in DPS and the Destination PPSO will approve or deny the request. If approved, the TSP is notified to perform a reweigh via the Reweigh Request. The records (rows) of the PPSO Requests Queue indicate shipments with an active request for reweigh. Active links on these records are located in the Reweigh Schedule, Enter Reweigh, and View/Edit Shipment columns.

9.3.1 Enter Reweigh Schedule

When a reweigh request is received, a TSP first schedules the reweigh time and defines the location. To enter this information, click the *PPSO Requests* link in the **Shipment Requests and Corrections** menu

(see Figure 9-3), then on the Monitor PPSO Shipment Requests page (see Figure 9-4) click *Enter Reweigh Schedule*. DPS will present the Shipment Reweigh Schedule page (Figure 9-5).

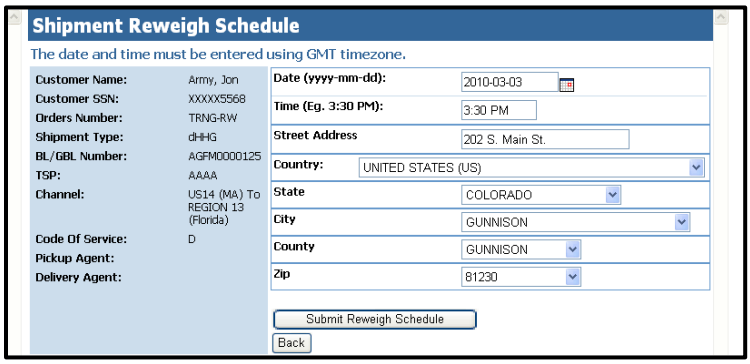


Figure 9-5. Shipment Reweigh Schedule

To schedule the reweigh, use the Date calendar icon or manually enter a date in the required format. Then, enter a time and the street address of the weigh station. Select a country and state from the drop-down fields. The screen will refresh and present additional drop-down fields used to select a city, county and ZIP code. Click the Submit Reweigh Schedule button to update the request and return to the Monitor PPSO Shipment Requests page.

Once entered, reweigh schedule information can be modified using the *Edit Reweigh Schedule* link on the Monitor PPSO Shipment Requests page (Figure 9-4).

9.3.2 Enter a Reweigh

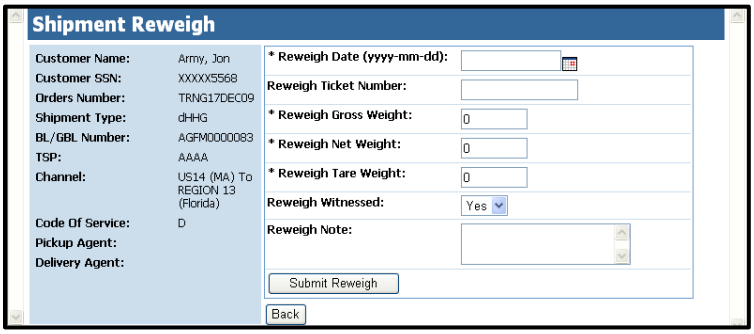


Figure 9-6. Shipment Reweigh Page

A PPSO can request a reweigh of the shipment, which the TSP is responsible for documenting. TSP users access the Shipment Reweigh page (Figure 9-6) by using the *Enter Reweigh* link on the Monitor PPSO Shipment Requests page (Figure 9-4). To complete an entry, specify the date of the reweigh by clicking the Reweigh Date calendar icon. Enter reweigh values (Gross, Net and Tare) and indicate if the reweigh was witnessed using the drop-down list. Click the Submit Reweigh button to access a confirmation page that summarizes the reweigh information. Click the Save and Continue button to complete the process.

9.3.3 Shipment Reweighs—Search for a Shipment

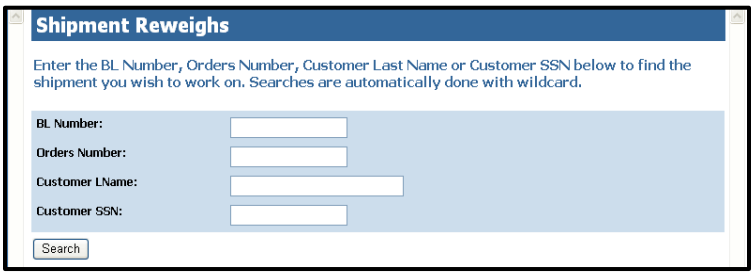


Figure 9-7. Shipment Reweighs Page

Click *Reweighs* in the navigation tree to search for a shipment (Figure 9-7). Enter criteria for one or more attributes: BL Number, Orders Number, Customer Last Name, or Customer SSN. Click the Search button to view results in a table displayed below the search form (Figure 9-8).

9.3.4 Reweigh Search Results

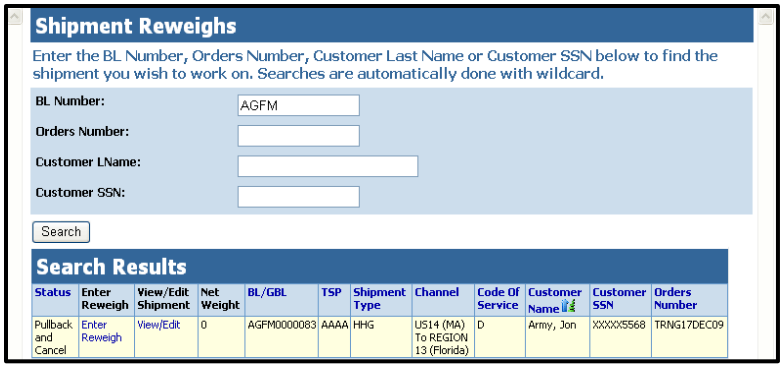


Figure 9-8. Shipment Reweighs: Search Results Page

Reweigh values may be entered for any shipment after pickup and prior to delivery. To enter a reweigh, click the *Enter Reweigh* link in the search results to access the Shipment Reweigh page (Figure 9-6).

9.4 BL/GBL Copy Requests

After a BL/GBL has been printed, a copy can be requested. Please note, however, that the PPSO may deny these requests. If your request is approved, a *print* link will be displayed in the Action column. The GBL/BL is not accessible to be printed until you have: Entered the planned pack/pick-up date dates and entered the premove survey data (estimated weight).

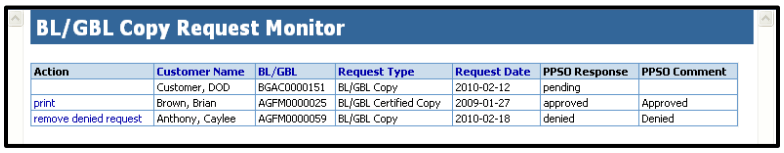
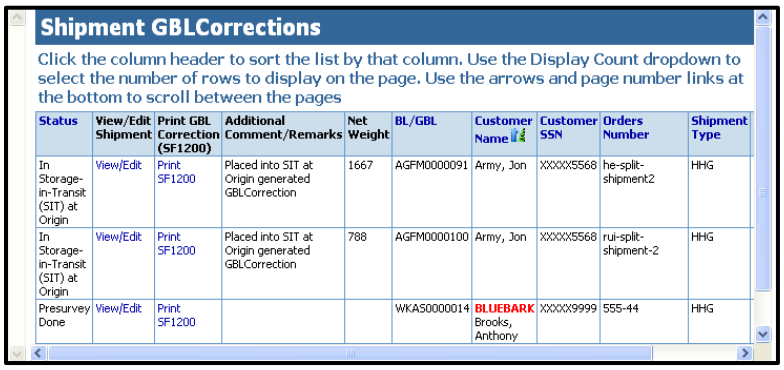


Figure 9-9. BL/GBL Copy Requests Page

Click *BL/GBL Copy Requests* in the navigation tree to access the BL/GBL Copy Request Monitor Page (Figure 9-9). Each row in the table presents information about a copy request for a Bill of Lading or a Government Bill of Lading. Links in the action column are used to print a copy or remove a denied request (see Section 11.3.1 for more information about submitting a request for a copy of a BL/GBL).

9.5 GBL CORRECTIONS



Shipment GBLCorrections

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages

Status	View/Edit Shipment	Print GBL Correction (SF1200)	Additional Comment/Remarks	Net Weight	BL/GBL	Customer Name	Customer SSN	Orders Number	Shipment Type
In Storage-in-Transit (SIT) at Origin	View/Edit	Print SF1200	Placed into SIT at Origin generated GBLCorrection	1667	AGFM0000091	Army, Jon	XXXXX5568	he-split-shipment2	HHG
In Storage-in-Transit (SIT) at Origin	View/Edit	Print SF1200	Placed into SIT at Origin generated GBLCorrection	788	AGFM0000100	Army, Jon	XXXXX5568	rui-split-shipment-2	HHG
Presurvey Done	View/Edit	Print SF1200			WKAS0000014	BLUEBARK Brooks, Anthony	XXXXX9999	555-44	HHG

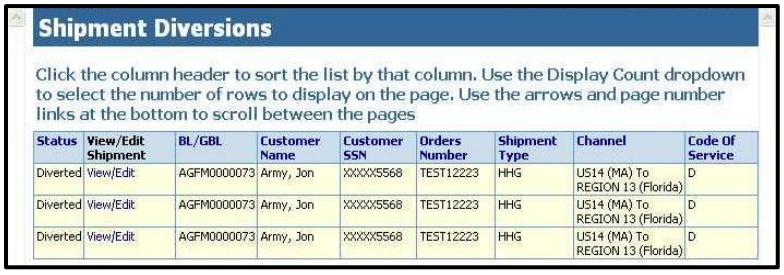
Figure 9-10. Shipment GBL Corrections Page

GBL Correction notices are generated when any of the following fields on a GBL/BL are modified after the premove survey date has been entered and the GBL/BL has been printed: Block Description, Agent Code, Code of Service, Planned Pack Date, Planned Pickup Date, Required Delivery Date, Member Last Name, Member First Name, Member Middle Name or Initial, Rank, Unit Gaining Member, Authorized Weight, Orders Number, Orders Date, Extra Pickup Street, Extra Pickup City, Extra Pickup County, Extra Pickup State, Extra Pickup Zip, Extra Delivery Street, Extra Delivery City, Extra Delivery County, Extra Delivery State, Extra Delivery Zip, Transportation Control Number, Receiving Agent Name (Consignee), Delivery Street, Delivery City, Delivery County, Delivery State, Delivery Zip, Pickup City, Pickup City, Pickup County, Pickup State, Pickup Zip, Transportation Account Code, Movement Designator Code, Navy NMF Code, or Remarks.

Note: If the GBL/BL has never been printed by any user, a correction notice is not required when these changes are made.

All shipments with GBL Corrections are listed in the Shipment GBL Corrections Queue (Figure 9-10). Click View GBL Corrections in the navigation tree to access the GBL Corrections page. Links are presented in the Print GBL Correction column. Click a link to open the SF 1200 in PDF format and print.

9.6 VIEW DIVERSIONS



Shipment Diversions

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages

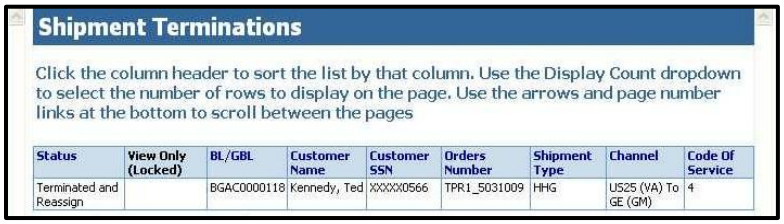
Status	View/Edit Shipment	BL/GBL	Customer Name	Customer SSN	Orders Number	Shipment Type	Channel	Code Of Service
Diverted	View/Edit	AGFM0000073	Army, Jon	XXXXX5568	TEST12223	HHG	US14 (MA) To REGION 13 (Florida)	D
Diverted	View/Edit	AGFM0000073	Army, Jon	XXXXX5568	TEST12223	HHG	US14 (MA) To REGION 13 (Florida)	D
Diverted	View/Edit	AGFM0000073	Army, Jon	XXXXX5568	TEST12223	HHG	US14 (MA) To REGION 13 (Florida)	D

Figure 9-11. Shipment Diversions Page

To view a list of shipment diversions, click *View Diversions* under Shipment Requests and Corrections in the navigation tree (Figure 9-11). A diversion occurs when a shipment is in transit and the destination location is changed during the shipping process. DPS places the shipment in the Route Queue of the new Origin GBLOC PPSO. To view the updated destination location, click the *View/Edit* link.

Note: If a shipment is diverted, you will receive a notification e-mail that lists the BL/GBL number.

9.7 SHIPMENT TERMINATIONS



Shipment Terminations

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages

Status	View Only (Locked)	BL/GBL	Customer Name	Customer SSN	Orders Number	Shipment Type	Channel	Code Of Service
Terminated and Reassign		BGAC0000118	Kennedy, Ted	XXXXX0566	TPR1_5031009	HHG	US25 (VA) To GE (GM)	4

Figure 9-12. Shipment Terminations Page

Click *View Terminations* in the navigation tree to view a list of all terminated shipments (Figure 9-12). To access the shipment record, click the *View* link under the View Only Shipment column.

Note: If a shipment is terminated, you will receive a notification e-mail that lists the BL/GBL number.

10 WARNINGS AND SUSPENSIONS

Throughout the Shipment Management process, the PPSO subjects a TSP to origin and destination inspections. If a PPSO finds a violation, the TSP may receive a warning. If the violation is frequent enough (the same performance/inspection violation within 180 days), or significant enough, a TSP may be suspended.

The following (Figure 10-1) displays the Warnings and Suspensions menu. These functions allow users to view information about warnings and suspensions by accessing the menu items: Warnings (Past 180 Days) and Current Suspensions.

If you are placed under a warning, suspension, or non-use status, you will receive a notification e-mail.

Figure 10-1. Warnings and Suspensions Menu

PPSO users may remove warnings or suspensions if they are entered in error.

10.1 WARNINGS

Click *Warnings* (Past 180 Days) in the Warnings and Suspensions menu in the navigation tree to access the TSP Warnings page. This page presents a list of all performance/inspection violations within the past 180 days (Figure 10-2).

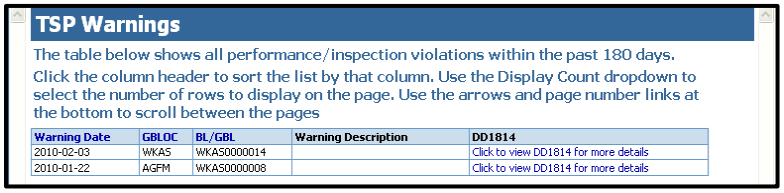


Figure 10-2. TSP Warnings Page

Violations are listed as they are submitted by the PPSO. The warning records contain a description of the warning, warning date, and shipment BL/GBL number. Use the links to view a DD1814 form associated with a listed violation.

10.2 SUSPENSIONS

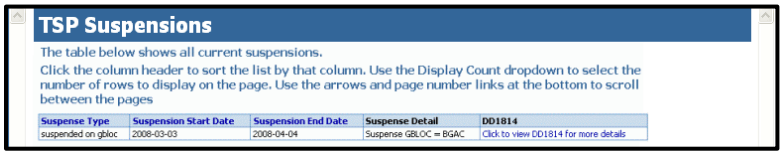


Figure 10-3. TSP Suspensions Page

Click *Current Suspensions* in the Warnings and Suspensions menu in the navigation tree to access the TSP Suspension page and view a list of all suspensions (Figure 10-3). The suspension records contain a description of the suspension type (i.e., channel COS, market, GBLOC or Market/GBLOC – a subset of a

market originating from a GBLOC), suspense start and end dates, as well as any details entered by the government representative that initiated the suspension.

Users can also access the TSP Violations or TSP Suspensions queue(s) by clicking the *Violation Warnings* or *Current Suspensions* links under the Warning and Suspensions section in the Functional Area of the main TSP queue in Shipment Management (Figure 10-4).

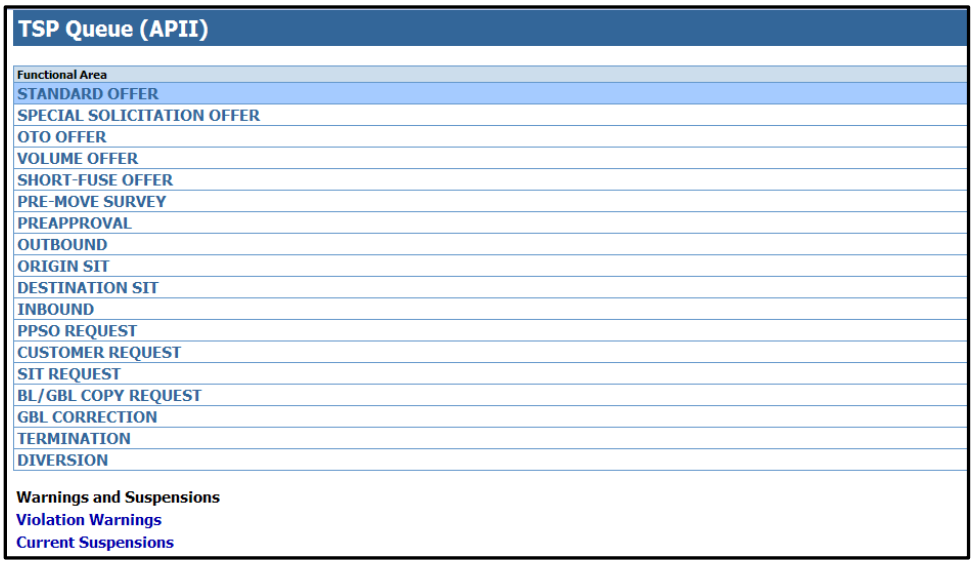


Figure 10-4. TSP Queue Functional Area

11 SEARCH/REPORTS

The *Find Shipments/Customer*, *Reports*, and *Print Forms* links, located in the Search/Reports menu in the navigation tree (Figure 11-1) allow users to search for any shipment record and print shipping related forms.

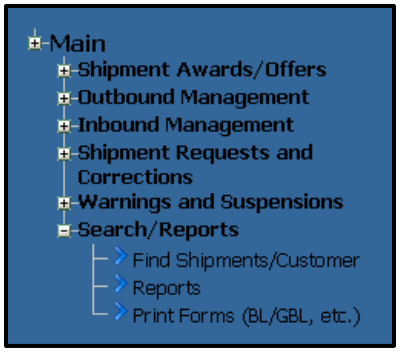


Figure 11-1. Search/Reports Menu

11.1 SEARCH SHIPMENTS

To perform a search, click *Find Shipments/Customer* in the navigation tree to access the Search for Shipments page (Figure 11-2).

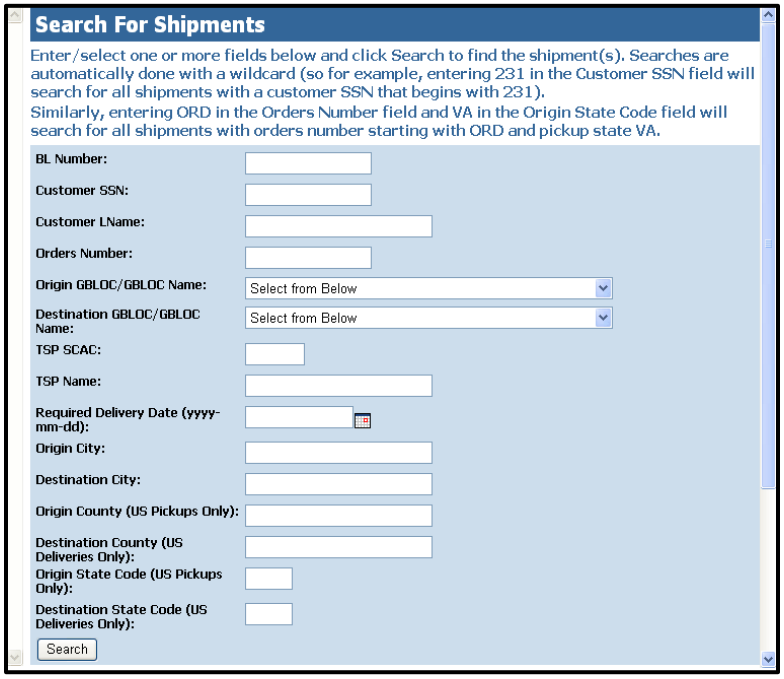
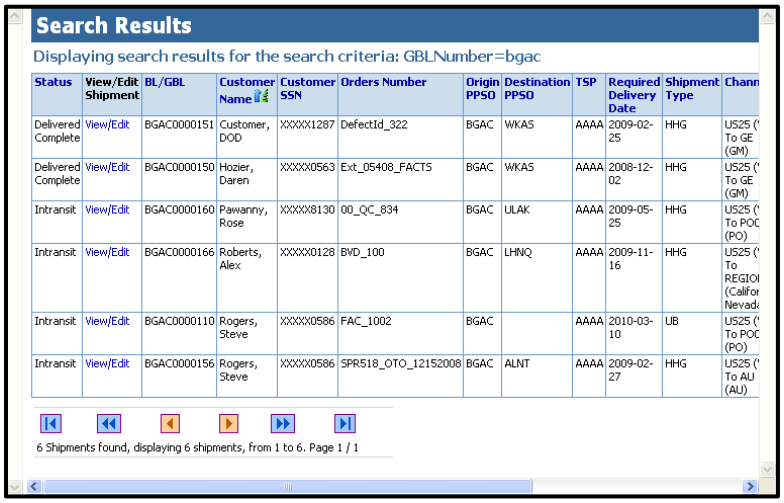


Figure 11-2. Search For Shipments Page

The search page provides a means of searching for shipments based on a number of variables.

Note: Only one of the search fields must contain data to perform a successful search. If multiple fields are used, the number of records returned will be fewer, but it will also produce more specific results, making it easier to find information. Partial information entered into a field will also yield results. After entering all relevant search criteria, click the Search button.

11.1.1 Search Results



Search Results

Displaying search results for the search criteria: GBLNumber=bgac

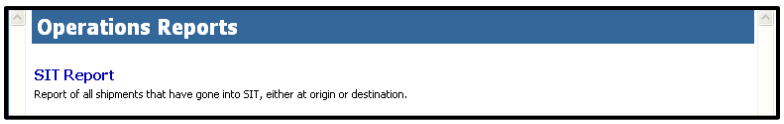
Status	View/Edit Shipment	BL/GBL	Customer Name	Customer SSN	Orders Number	Origin PPSO	Destination PPSO	TSP	Required Delivery Date	Shipment Type	Chann
Delivered Complete	View/Edit	BGAC0000151	Customer, DOD	XXXXX1287	DefectId_322	BGAC	WKAS	AAAA	2009-02-25	HHG	US25 (To GE (GM)
Delivered Complete	View/Edit	BGAC0000150	Hozier, Daren	XXXXX0563	Ext_05408_FACTS	BGAC	WKAS	AAAA	2008-12-02	HHG	US25 (To GE (GM)
Intransit	View/Edit	BGAC0000160	Pawanny, Rose	XXXXX8130	00_QC_834	BGAC	ULAK	AAAA	2009-05-25	HHG	US25 (To POC (PO)
Intransit	View/Edit	BGAC0000166	Roberts, Alex	XXXXX0128	BVD_100	BGAC	LHNQ	AAAA	2009-11-16	HHG	US25 (To REGIOI (Califor Nevad
Intransit	View/Edit	BGAC0000110	Rogers, Steve	XXXXX0586	FAC_1002	BGAC		AAAA	2010-03-10	UB	US25 (To POC (PO)
Intransit	View/Edit	BGAC0000156	Rogers, Steve	XXXXX0586	SPR518_OTO_12152008	BGAC	ALNT	AAAA	2009-02-27	HHG	US25 (To AU (AU)

6 Shipments found, displaying 6 shipments, from 1 to 6. Page 1 / 1

Figure 11-3. Search Results Page

The results of a search are presented in the Search Results page (Figure 11-3). The status of the shipment is listed in the status column. To sort through shipments, click the header for a column to sort in ascending or descending order. Click a *View/Edit* link to open the Shipment Information page for a listed shipment.

11.2 Operations Reports Page



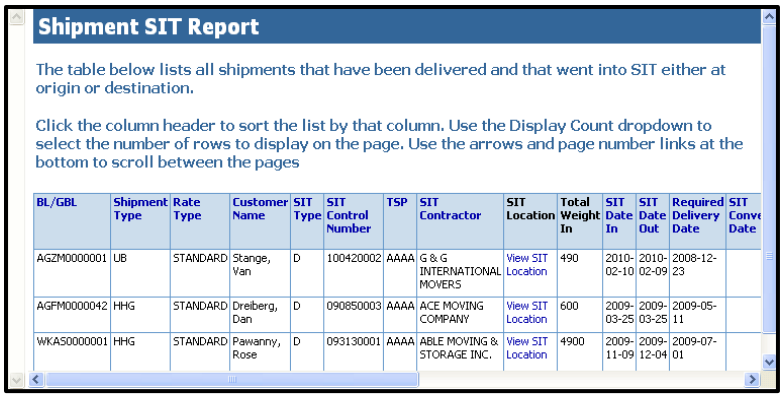
Operations Reports

SIT Report

Report of all shipments that have gone into SIT, either at origin or destination.

Figure 11-4. Operations Reports Page

Click *Reports* in the navigation tree to access the Operations Reports page (Figure 11-4). This page provides access to the Shipment SIT Report (Figure 11-5). The Shipment SIT Report displays a list of all shipments that have been placed into SIT either at origin or destination.



Shipment SIT Report

The table below lists all shipments that have been delivered and that went into SIT either at origin or destination.

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages

BL/GBL	Shipment Type	Rate Type	Customer Name	SIT Type	SIT Control Number	TSP	SIT Contractor	SIT Location	Total Weight In	SIT Date In	SIT Date Out	Required Delivery Date	SIT Conve Date
AGZM0000001	UB	STANDARD	Stange, Van	D	100420002	AAAA	G & G INTERNATIONAL MOVERS	View SIT Location	490	2010-02-10	2010-02-09	2008-12-23	
AGFM0000042	HHG	STANDARD	Dreiberg, Dan	D	090850003	AAAA	ACE MOVING COMPANY	View SIT Location	600	2009-03-25	2009-03-25	2009-05-11	
WKAS0000001	HHG	STANDARD	Pawanny, Rose	D	093130001	AAAA	ABLE MOVING & STORAGE INC.	View SIT Location	4900	2009-11-09	2009-12-04	2009-07-01	

Figure 11-5. Shipment SIT Report Page

11.3 PRINT FORMS

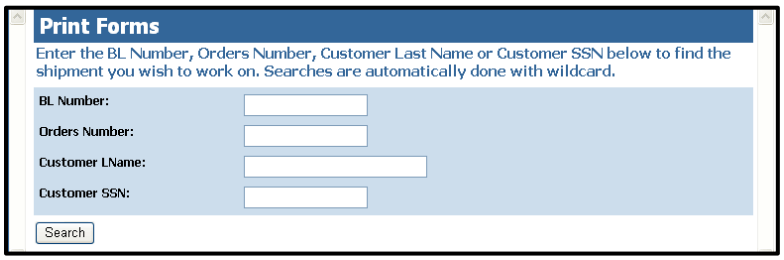


Figure 11-6. Print Forms Page

Click *Print Forms* to access the Print Forms page (Figure 11-6). This page provides a means of searching for shipments based on a number of variables. Note that only one field must contain data for a successful search. Partial information entered into a search field will also yield results. After entering relevant search criteria, click the Search button to view results below the search form (Figure 11-7).

11.3.1 Search Results

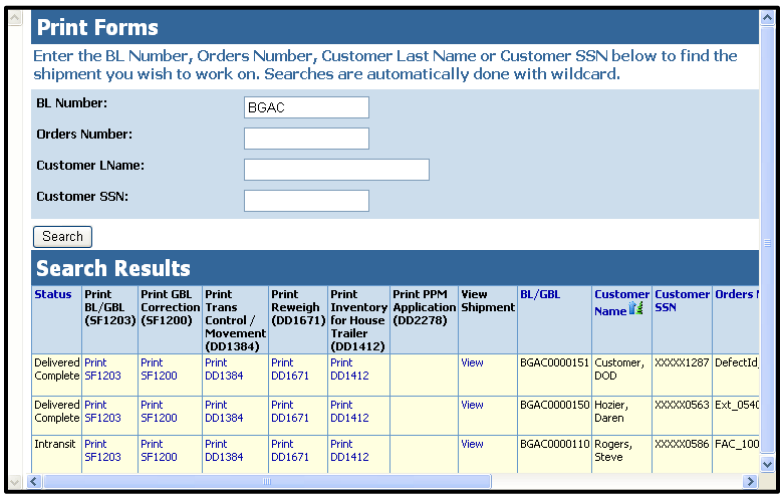


Figure 11-7. Print Shipment Forms Search Results Page

There are currently five official forms that can be printed for a shipment: BL GBL SF1203, GBL Correction Notice (SF1200), Transportation Control and Movement Document (DD1384), Reweigh of Personal Property (DD1671), and Inventory of Articles Shipped in House Trailers (DD1412).

Note: If the BL/GBL for a shipment has not been printed before, the system presents a confirmation page with a link used to print the Original BL/GBL. Click the *Confirm Original BL/GBL Print* link to view the form and print a local copy. If the form has been printed before, the system presents a link used to request a copy of the form. Click the *Confirm Request for BL/GBL Copy* link to forward a request to the PPSO. Once the request is approved, search for the shipment and use the *SF1203* link to print the copy. If the shipment information has changed from the original, those changes are reflected in the GBL Correction form (SF1200).

Click the associated link to print a form. Each form is generated as an Adobe Acrobat .pdf file – use the Adobe Reader interface options to print and/or save.

Note: A TSP should not print the BL or GBL until the day of the negotiated pickup date (or as close to it as possible) to reduce the requests to the supporting PPSO for Correction Notice date changes after the BL or GBL has been printed.

APPENDIX A. CODES OF SERVICE

Refer to the following table for Code of Service (COS) definitions when accepting shipments as outlined in Chapter 4.

Code	Description
D	Movement of household goods when the carrier provides packing, pickup, and loading into a van or container from the origin residence in the continental United States to a destination residence in the continental United States.
2	Movement of household goods when the carrier provides packing, pickup, and loading into a container from the origin residence in the continental United States to a destination residence in the continental United States.
3	International Door-to-Door: Carrier provides origin services, line-haul service from Origin residence to a commercial ocean terminal, ocean transportation using the SDDC Universal Service Contract rates for over the ocean portion of the shipment, line-haul to destination residence, and destination services.
4	International Door-to-Door: Movement of household goods in SDDC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides line-haul service from origin residence to ocean terminal, ocean transportation to port of discharge, and line-haul service to destination residence, all without rehandling of container contents.
5	International Door-to-Door Container Government Ocean Transportation: Movement of household goods in SDDC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides line-haul service from origin residence to military ocean terminal, the government provides ocean (Military Sealift Command) transportation to designated port of discharge, and the carrier provides line-haul service to destination residence, all without rehandling of container contents.
6	International Door-to-Door Air Container: Movement of household goods whereby the carrier provides containerization at the origin residence, surface transportation to the airport nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.
7	International Land-Water-Land Baggage: Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.
8	International Land-Air-Land Baggage: Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.
T	International Door-to-Door Container – Air Mobility Command (AMC): Movement of household goods whereby the carrier provides containerization at the origin residence and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to the destination residence.
J	International Land-Air (AMC) – Land Baggage: Movement of unaccompanied baggage whereby the carrier provides packing and pickup at the origin and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to destination from AMC terminal and cutting of the banding and opening of the boxes at the destination residence.

APPENDIX B. ACRONYMS

Acronym	Description
BL	Bill of Lading
BOTO	Boat One-Time-Only
BVS	Best Value Score; Best Value Scoring
COS	Code of Service
DCN	Document Control Number
DoD	Department of Defense
DPS	Defense Personal Property System
ETA	Electronic Transportation Acquisition
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
HHGS	Household Goods
JPMO	Joint Program Management Office
MOTO	Mobile Home One-Time-Only
OTO	One-Time-Only
.pdf	Portable Document Format
PPSO	Personal Property Shipping Office
RFQ	Request for Quote
SCAC	Standard Carrier Alpha Code
SDDC	Military Surface Deployment and Distribution Command
SIT	Storage in Transit
SSN	Social Security Number
TSP	Transportation Service Provider
USTRANSCOM	United States Transportation Command