

Open Season

18 July 2013

The Surface Deployment and Distribution Command's (SDDC) Personal Property Directorate will conduct an Open Season from 1 Aug – 29 Nov 2013 for new entrants who would like to dedicate capacity not already being utilized in the Defense Personal Property Program (DP3). The updated SDDC Pamphlet 55-4, Transportation Service Provider (TSP) Qualifications, dated Jul 2, 2013 lists the requirements TSPs must meet for entry into DP3. The new language on outsourcing in that document applies to all new entrants and will not be applied to currently approved DOD TSPs until the next phase, the rightsizing of authorities according to volume of shipments moved, planned for the 2015 rate cycle. If your company is already moving shipments in DP3, whether under your own authority or another's, you will not qualify to become another authority during open season.

New entrants must complete the entire prescreening questionnaire and send supporting documents to SDDC by 2 Aug 2013 to be considered for an interview. Questionnaires and supporting documents will be reviewed by SDDC and interviews for potential new entrants will be scheduled during 5 - 23 August. All potential new entrants must attend an interview to enter the program. The interviews will be scheduled for one hour and include discussions on your questionnaire, supporting documents and additional questions on your company. SDDC prescreening decisions will be sent via email no later than 6 Sep 13. All Open Season documents (prescreening questionnaire, SDDC Pam 55-4, open season message) are located on the SDDC Personal Property Home page at <http://www.sddc.army.mil/PP/default.aspx>

Currently approved TSPs may also request additional markets for the 2014 rate cycle as stated in SDDC Pamphlet 55-4. These requests must be received by 31 Oct 2013 and will not require a face-to-face interview. **Note:** Any current DOD approved TSP that is ONLY a broker in DP3 cannot apply for additional markets.

Open Season Timeline

This is the first open season conducted under DP3 and is scheduled to be a 120 day process as follows:

19 Jul – 2 Aug Receive potential new entrant prescreening questionnaires and supporting documents

5 - 23 Aug Face-to-face interviews conducted with new entrants who make it past the prescreening process

3 - 30 Sep TSP presidents/CEOs that are accepted after the interview process need to immediately get their External Certificate Authorities through SDDC. Click on <https://eta.sddc.army.mil/ETASSOPortal/CustomerAssistance/PKIGuide.aspx>, click "Accept" and then click "ECA Instructions for further information". The ECA process can take several weeks and must be completed prior to registering with ETA for access to the Defense Personal Property System (DPS).

Note: The Transportation Worker Identification Credential (TWIC) PKI certificate cannot be used to authenticate users for access to DOD systems

1 - 30 Oct TSP president/CEO must next request DPS access through the Electronic Transportation Acquisition (ETA) website. Click on <https://eta.sddc.army.mil/ETASSOPortal/Default.aspx>, click “Accept” and then click on “New User Registration” on the left side of the page. The President/CEO must identify and designate the name of a “Trusted Agent” to serve as a single point of contact for the ETA Administrator in the processing of future account requests when requesting access to DPS. Once DPS access is approved, the President/CEO must submit their Electronic Tender of Service Signature Sheet (ETOSSS), Certificate of Independent Pricing (CIP), and Certificate of Responsibility (COR) in DPS

1-29 Nov TSP representatives for bond, insurance and financials access DPS to update their individual documents/areas. TSP Representatives can request DPS access through the ETA website at <https://eta.sddc.army.mil/ETASSOPortal/Default.aspx>.

Supporting Documents:

Potential new entrants must submit commercial invoices or bills of lading to demonstrate at least 5 years of consecutive experience in each requested market along with references from previous/current customers by e-mail to Quality Assurance at army.sddc.safb.ppqual@mail.mil or FAX to 618-220-5818.

New entrants wishing to participate in **Mobile Home or Boat only** markets need to contact Qualifications at (618) 220-5775 or (618) 220-5407.

New entrants applying for **Intrastate markets only**, must submit documents used to establish company i.e., Articles of Incorporation, Limited Liability Company, etc. for company experience verification, if not registered with Federal Motor Carrier Safety Administration (FMCSA).

Note: For Intrastate Approval only, contact Qualifications at (618) 220-5775 or (618) 220-5407 prior to entering information in ETOSSS for additional instructions concerning the MC and FF numbers.

Annual Qualifications

For all current DOD approved TSPs, annual qualifications are being held during this year’s Open Season. Quality Assurance will approve all CIP and CORs 1 – 29 Nov 2013 versus the normal December time frame.