



Military Surface Deployment & Distribution Command

CONVERTING SIT TO CUSTOMER'S EXPENSE QUICK REFERENCE GUIDE





Background



In DPS Release 1.4.08, the “SIT Convert to Customer’s Expense” process was changed. This document walks the PPSO through the current procedures for “Converting SIT to Customer’s Expense”.

There are some shipments that have negative days showing in the “SIT Days Remaining” column. PPSO is required to “extend” the date to cover the negative days before converting shipment.

If the shipment does not have any negative days, the PPSO can go directly to Step 6 and convert the shipment.

PPSO cannot convert a shipment to commercial storage prior to contacting the customer or their duly appointed representative in accordance with Service policies and procedures.

TSPs shall be paid for all storage days by the government in accordance with solicitations until the date the shipment is converted in DPS.



Step 1

Using the Inbound user role, select “SIT Management”, then select “SIT Expiration” which takes you to the “Shipment SIT Nearing Expiration” page. Look at SIT Days Remaining block, if there are negative days remaining you will need to “Extend SIT” before converting. This shipment has 38 negative, so the next step is to first extend the shipment storage days. Select the shipment you wish to convert by clicking “Manage SIT”, which takes you to the “Manage Shipment SIT” page. To refer back to the GBL for updating the address write down the GBL number.

Defense Personal Property System (DPS) Unclassified//FOUO-Privacy Act Applies Home | Site Map | Log Out |

Home | ZDMSL | DPS Analytics | Customer Surveys | Rates | Counseling | Shipment Mgmt | DPS User Satisfaction | Consignment Guide | Audit | Training | TOPS

Show: Shipment Mgmt | Thursday, February 02, 2012 2:26:13 PM | Reports | Queries: | HELP

Shipment SIT Nearing Expiration

The following shipments have SIT that is within 30 days of expiration.

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.

Manage SIT	BL/GBL	TSP	SIT Contractor	Customer Name	SIT Control Number	SIT Date In	SIT Expiration Date	SIT Days Authorized	SIT Days Remaining
Manage SIT	WFFL0000020	AAAA	A ACTION MOVING AND STORAGE (AZ)	Siwel, Yram	113190003	2011-11-21	2012-02-19	90	17
Manage SIT	AGFM0000804	AAAA	A ACTION MOVING AND STORAGE (AZ)	Neece, Jason	113560001	2011-11-16	2011-12-26	40	-38
Manage SIT	WFFL0000021	BSFW	A ACTION MOVING AND STORAGE (AZ)	Siwel, Yram	113200001	2011-11-17	2012-02-15	90	13

Rows Per Page: 10 Rows Per Page

3 Shipments found, displaying 3 shipments, from 1 to 3. Page 1 / 1



Step 2



Go to the "Action" line, click the drop down, and select "Extend Sit".

The screenshot shows the 'Manage Shipment SIT' page in the Defense Personal Property System (DPS). The page displays various shipment details for a customer named Jason Neece. A red box highlights the 'Action:' label, and a yellow callout box points to the 'Extend SIT' option in the dropdown menu. Below the main details, there is an 'SIT Activity' table with columns for Event Date, Event Type, Reason / Comments, # of Days, Net Weight, and User ID.

Event Date	Event Type	Reason / Comments	# of Days	Net Weight	User ID
Dec 22, 2011	Extension Request	Awaiting completion of residence under construction test 6638 - remarks entered 12/22/11 - gp			481516234
Dec 22, 2011	30 Day Email Notice	Email sent to: neal.lenzie.ctr@ustranscom.mil			CUSTOMER_NOTIFICATION
Dec 22, 2011	5 Day Email Notice	Email sent to: neal.lenzie.ctr@ustranscom.mil			CUSTOMER_NOTIFICATION
Dec 22, 2011	SIT Days Authorized		40		necce020

Unclassified//FOUO-Privacy Act Applies



Step 5



The record now shows “0” SIT days remaining. The next step is to perform the conversion action. Click “Manage SIT” on the same BL/GBL which takes you to the “Manage Shipment SIT” page.

The screenshot shows the Defense Personal Property System (DPS) interface. The main heading is "Shipment SIT Nearing Expiration". Below this, there is a table of shipments. The table has columns for Manage SIT, BL/GBL, TSP, SIT Contractor, Customer Name, SIT Control Number, SIT Date In, SIT Expiration Date, SIT Days Authorized, and SIT Days Remaining. The second row is highlighted in blue and has a yellow callout box pointing to the "SIT Days Remaining" column, which contains the value "0".

Manage SIT	BL/GBL	TSP	SIT Contractor	Customer Name	SIT Control Number	SIT Date In	SIT Expiration Date	SIT Days Authorized	SIT Days Remaining
Manage SIT	WFFL0000020	AAAA	A ACTION MOVING AND STORAGE (AZ)	Siwel, Yram	113190003	2011-11-21	2012-02-19	90	17
Manage SIT	AGFM0000804	AAAA	A ACTION MOVING AND STORAGE (AZ)	Neece, Jason	113560001	2011-11-16	2012-02-02	78	0
Manage SIT	WFFL0000021	AAAA	A ACTION MOVING AND STORAGE (AZ)	Siwel, Yram	113200001	2011-11-17	2012-02-15	90	13

Rows Per Page: 10 Rows Per Page

3 Shipments found, displaying 3 shipments, from 1 to 3. Page 1 / 1

Note: The SIT days remaining is "0".



Step 6



Go to the "Action" line, click the drop down and select "Convert SIT to Customer Expense".
Note: The "SIT Activity" section at the bottom of the screen tracks activity of the shipment.

Defense Personal Property System (DPS) - Manage Shipment SIT

Customer Name: Neece, Jason
 Customer SSN: XXX-XX-6234
 Service Branch: Air Force
 Order Number: 6611
 Order Type: Permanent Change of Station
 Shipment Type: dHHG
 BL/GBL Number: AGFM0000804
 Channel: US14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)
 Code Of Service: D
 TSP SCAC: AAAA
 TSP Name: AAAA FORWARDING, INC.
 Pickup Agent: AAAA Origin Ship Agent
 Actual Pickup Date: 2011-11-08
 Delivery Agent:
 Required Delivery Date: 2011-11-30
 Planned/Agreed Delivery Date: 2011-11-30
 Earliest Delivery Date:
 Direct Delivery Requested: N
 First Available Delivery Date: 2011-11-08
 Arrival Date: 2011-11-08
 Shipment Weight: Gross 1000, Net 1000
 Total Containers: 0

SIT Data:
 SIT Type: Destination
 SIT Control Number: 113560001
 SIT Contractor: A ACTION MOVING AND STORAGE (AZ)
 SIT Date In: 2011-11-16
 Authorized Days: 78
 Number of Days Used: 78
 Number of Days Remaining: 0
 SIT Expiration Date: 2012-02-02
 Weight In: 1000
 Weight Out: 0

Action: Select Action Below
 Select Action Below
 Extend SIT
 Convert SIT to Customer Expense
 Move to a New SIT Facility

SIT Activity:

Event Date	Event Type	Reason / Comments	# of Days	Net Weight	User ID
Feb 2, 2012	SIT Days Authorized	Must extend before I can convert to mbrs expense. RML	78		lind0039
Feb 2, 2012	SIT Days Extended	Other Must extend before I can convert to mbrs expense. RML	38		lind0039
Dec 22, 2011	Extension Request	Awaiting completion of residence under construction test 6638 - remarks entered 12/22/11 - gp			481516234
Dec 22, 2011	30 Day Email	Email sent to: neal.jenzie.ct@ustranscom.mil			CUSTOMER_NOTIFICATION



Step 7



The "Conversion Date" is pulled from the new "SIT Expiration Date". You must input conversion remarks (see example words below) Click "Submit" to update. A popup appears confirming the conversion action. Click "OK". DPS returns user back to the "Shipment SIT Nearing Expiration" page.

NOTE: Once changes are submitted, DPS will not allow the PPSO user to undo this action.

Windows Internet Explorer

Are you sure you want to convert this lot to Customer's expense?

OK Cancel

Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out |

Home | 2DMSL | DPS Analytics | Customer Surveys | Rates | Counseling | Shipment Mgmt | DPS User Satisfaction | Consignment Guide | Audit | Training | TOPS

Show: Shipment Mgmt | Thursday, February 02, 2012 2:37:56 PM | Reports | Queries: | HELP

Manage Shipment SIT

Customer Name: Neece, Jason
Customer SSN: XXX-XX-6234
Service Branch: Air Force
Order Number: 6611
Order Type: Permanent Change of Station
Shipment Type: dHHG
BL/GBL Number: AGFM0000804
Channel: US14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)

SIT Data:
SIT Type: Destination
SIT Control Number: 113560001
SIT Contractor: A ACTION HOLDING AND STORAGE (AZ)
SIT Date In: 2011-11-16
Authorized Days: 78
Number of Days Used: 78
Number of Days Remaining: 0
SIT Expiration Date: 2012-02-02
Weight In: 1000
Weight Out: 0

Action: Convert SIT to Customer Expense
Conversion Date: 2012-02-02
*** Conversion Remarks:** 18 Jan 12 - Contacted mbr to inform them effective 3 Feb 12 SIT will be converted to their expense. Informed mbr of the steps to take and briefed them on the DTR, Ch 406. RML

1826 characters left

Submit Back

Total Containers: 0

SIT Activity:

Event Date	Event Type	Reason / Comments	# of Days	Net Weight	User ID
Feb 2, 2012	SIT Days Authorized	Must extend before I can convert to mbrs expense. RML	78		lind0039
Feb 2, 2012	SIT Days Extended	Other Must extend before I can convert to mbrs expense. RML	38		lind0039
Dec 22, 2011	Extension Request	Awaiting completion of residence under construction Test 6638 - remarks entered 12/22/11 - cp			481516234

Shipments converted to customer's expense in error and discovered after the effective date/time of conversion (0001/1201 AM) cannot be unconverted. If error is found before conversion date/time, the PPSO shall issue the TSP a manual DD1857 reversing the conversion action and extending the SIT.



Step 8



The next step is to update the Shipment Primary Delivery Address location as the SIT warehouse. Click on "Search/Reports", select "Find Shipments/Customer", enter the BL/GBL you extended/converted. Click "Search".

The screenshot shows the 'Search For Shipments' interface in the Defense Personal Property System (DPS). The page title is 'Search For Shipments' and it includes instructions: 'Enter/select one or more fields below and click Search to find the shipment(s). Searches are automatically done with a wildcard (so for example, entering 231 in the Customer SSN field will search for all shipments with a customer SSN that begins with 231). Similarly, entering ORD in the Orders Number field and VA in the Origin State Code field will search for all shipments with orders number starting with ORD and pickup state VA.' The form contains several input fields: 'BL Number' (containing 'AGFM0000804'), 'Customer SSN', 'Customer LName', 'Orders Number', 'Origin GBLOC/GBLOC Name' (dropdown), 'Destination GBLOC/GBLOC Name' (dropdown), 'TSP SCAC', 'TSP Name', 'Required Delivery Date (yyyy-mm-dd)', 'Origin City', 'Destination City', 'Origin County (US Pickups Only)', 'Destination County (US Deliveries Only)', 'Origin State Code (US Pickups Only)', and 'Destination State Code (US Deliveries Only)'. A 'Search' button is located at the bottom of the form. The left navigation menu is visible, with 'Search/Reports' expanded and 'Find Shipments/Customer' selected. The browser window title is 'DPS - Test - 1.4.09.844 - V3' and the URL is 'https://dpstest.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=XTIQNNuKkWENZCGygAqyfn928AIubtA-dQZ-So3GI_8SWETS='.



Step 9



You need to verify the SIT warehouse street address before you update. Click "View/Edit" to open the record.

The screenshot shows the Defense Personal Property System (DPS) web application. The browser address bar displays the URL: https://dpstest.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=XTIQNNUkKwENZCGyAqyfrN928A1ubtA-dQZ-So3GI_&SWETS=. The page title is "Defense Personal Property System (DPS)". The navigation menu includes: Home, 2DMSL, DPS Analytics, Customer Surveys, Rates, Counseling, Shipment Mgmt, DPS User Satisfaction, Consignment Guide, Audit, Training, and TOPS. The "Show:" dropdown is set to "Shipment Mgmt". The date and time are "Thursday, February 02, 2012 2:42:13 PM".

The "Search Results" section displays the following information:

Displaying search results for the search criteria: GBLNumber=AGFM0000804

Status	View/Edit Shipment	BL/GBL	Customer Name	Customer SSN	Orders Number	Origin PPSO	Destination PPSO	TSP	Required Delivery Date	Shipment Type	Channel	Code Of Service	Origin City	Origin State	Destination City	Destination State
In Storage-in-Transit (SIT) at Destination	View/Edit	AGFM0000804	Neece, Jason	XXX-XX-6234	6611	AGFM	KKFA	AAAA	2011-11-30	HHG	US14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)	D	BOSTON	MA	DENVER	CO

Navigation controls: 1 Shipment found, displaying 1 shipments, from 1 to 1. Page 1 / 1



Step 10



In "SIT Information" section, click on "Edit SIT".

DPS - Test - 1.4.09.846 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=wcFK8fZ0BJQi-eAZcFmWpsHOxwfx9Nc3PWwQcDRE_&SWETS=

File Edit View Favorites Tools Help

DPS - Test - 1.4.09.846 - V3

Defense Personal Property System (DPS)

Unclassified//FOUO-Privacy Act Applies

Home | Site Map | Log Out |

Home 2DMSL DPS Analytics Customer Surveys Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Audit Training TOPS

Show: Shipment Mgmt Monday, February 06, 2012 2:54:55 PM Reports Queries: HELP

Main

- ↳ Inbound Management
- ↳ SIT Management
- ↳ Shipment Requests and Corrections
- ↳ Administration
- ↳ Search/Reports
 - ↳ Find Shipments/Customer
 - ↳ Reports
 - ↳ Print Forms (BL/GBL, etc.)

Edit	Location	Street	City	State	Zip	Country
Edit Location	Shipment Primary Pickup Address	456 There St	BOSTON	MA	02109	US
Edit Location	Shipment Primary Delivery Address	2755 B Delta Place	COLORADO SPRINGS	CO	80910	US
Edit Location	Shipment Authorized Pickup Address	456 There St	BOSTON	MA	02109	US
Edit Location	Shipment Authorized Delivery Address	here	DENVER	CO	80234	US

Shipment Containers:

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

Container Number	Container Seal Number:
1	12
2	13

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	D	113560001	DOYLE TRANSPORT	2011-11-16		2012-02-02	78	

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	Item Service Code	Description	Submit Date	PPSO Note
Approved	KKFA	185A	SIT 1st Day	2011-12-22	Preapproval item automatically generated as a result of approval of TSP SIT Request
Approved	KKFA	185B	SIT Addtl Day	2011-12-22	Preapproval item automatically generated as a result of approval of TSP SIT Request

Special Items:

Unclassified//FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off | 100%



Step 11



Write down the address and click “back” to return to previous page.

Edit Shipment SIT

After modifying the SIT information, click the Update SIT button to commit the changes. SIT dates and weights can be modified on the Edit Dates and Edit Weights pages. Links to these pages are on the View/Edit Shipment page.

SIT Data

Weight In	Date
1000	2011-11-16

SIT Weights In

Weight In	Date
1000	2011-11-16

SIT Weights Out

Weight Out	Date
------------	------

SIT Facility Data:

Current Warehouse Facility: DOYLE TRANSPORT
Select New Warehouse Facility:

Facility Name: DOYLE TRANSPORT
Facility Street Address:
Facility City:
Facility State:
Facility Zip/APO Code:
Facility Country Code:
Contractor Rep. Contacted:



Step 12



Click "Edit Location" for the Shipment Primary Delivery Address.

DPS - Test - 1.4.09.846 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=wcFK8fZ0BJQI-eAZcfXlmWpsHOxwfx9Nc3PWwQcDRE_&SWETS=

File Edit View Favorites Tools Help

DPS - Test - 1.4.09.846 - V3

Defense Personal Property System (DPS)
Unclassified//FOUO-Privacy Act Applies

Home | Site Map | Log Out |

Home 2DMSL DPS Analytics Customer Surveys Rates Counseling Shipment Mgmt **DPS User Satisfaction** Consignment Guide Audit Training TOPS

Show: Shipment Mgmt Monday, February 06, 2012 3:08:46 PM Reports Queries: HELP

Main

- Inbound Management
- SIT Management**
- Shipment Requests and Corrections
- Administration
- Search/Reports
 - Find Shipments/Customer Reports
 - Print Forms (BL/GBL, etc.)

Inspection Location: _____ Destination: _____

Inspection Date: _____ Dec 2, 2011

Inspection Remarks: _____

Violations: _____

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
Edit Location	Shipment Primary Pickup Address	456 There St	BOSTON	MA	02109	US
	Shipment Primary Delivery Address	SIT	COLORADO SPRINGS	CO	80910	US
	Shipment Authorized Pickup Address	456 There St	BOSTON	MA	02109	US
Edit Location	Shipment Authorized Delivery Address	here	DENVER	CO	80234	US

Shipment Containers: Enter Additional Containers Edit Existing Containers

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

Container Number	Container Seal Number:
1	12
2	13

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	D	113560001	DOYLE TRANSPORT	2011-11-16		2012-02-02	78	

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

Unclassified//FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off | 100%



Step 13



Update the **“Street Address”** to reflect the SIT W/H address, city, state, and zip. (Example: 2755 B Delta Place, Colorado Springs, CO 80910). **Do not change the city or state before shipment is delivered.** Click **“Continue”**.

Street Address: 2755 B Delta Place, Colk

Location

CONUS (U.S.) OCONUS (Non U.S.)

Select City

Type in the first 4 letters of the city above

City: COLORADO SPRINGS

County: EL PASO

State: COLORADO

Zip: 80910

If you are unable to select a County or City, please contact the SDDC Help Desk at 1-800-462-2176 or DSN: 770-7332.

Continue

Back

Changing the City and State, before delivery may cause DPS to change the GBLOC if the city and state is not associated with the current destination or origin GBLOC.



Step 14



Verify updated warehouse facility's address is correct. Click "Save and Continue".

Defense Personal Property System (DPS)
Unclassified//FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home | 2DMSL | DPS Analytics | Customer Surveys | Forms | Rates | Counseling | **Shipment Mgmt** | DPS User Satisfaction | Consignment Guide | Audit | Training | TOPS

Show: Shipment Mgmt | Tuesday, June 04, 2013 1:31:13 PM | Reports | Saved Queries: | HELP

Edit Shipment Primary Delivery Address Confirmation

Location GBLOC: KKFA
Location Street Address: 2755 B Delta Place, Colorado Spings, CO 80910
Location City: COLORADO SPRINGS
Location State: CO
Location Zip Code: 80910
Location Country: US

The new location information is listed above. Click the "Save and Continue" button to complete the location change. Shipment channel and rate areas will remain and no GBL correction will be generated.
If the shipment GBLOC changed due to the location change, the shipment will appear in new GBLOC shipment queue for further processing.

Done | Unclassified//FOUO-Privacy Act Applies | Trusted sites | Protected Mode: Off | 100%



Step 15



Congratulations, you have successfully updated the record to show “Converted to Customer’s Expense”.

DPS - Test - 1.6.0.6055 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=pBvVAyu05uM0WYQNVJASes1SM3J0yy.hNdAPfj8uHG12b7z1uHXfgh0QPRhM&SWETS=

File Edit View Favorites Tools Help

Home | 2DMSL | DPS Analytics | Customer Surveys | Forms | Rates | Counseling | **Shipment Mgmt** | DPS User Satisfaction | Consignment Guide | Audit | Training | TOPS

Show: Shipment Mgmt | Tuesday, June 04, 2013 1:42:09 PM | Reports | Saved Queries: | HELP

Defense Personal Property System (DPS)
Unclassified//FOUO-Privacy Act Applies

Home | Site Map | Log Out

Main

- Inbound Management
 - Inbound Shipments
 - PPM Closeouts
 - Preapprovals Pending
 - SIT @ Destination
 - Excess Cost
- SIT Management
- Shipment Requests and Corrections
- Administration
 - AutoRouteBook
 - Data Corrections
- Search/Reports
 - Find Shipments/Customer Reports
 - Print Forms (BL/GBL, etc.)

Deny SIT Remarks:
No SIT Requests have been denied.

Shipment Inspections:

Inspection Location:	Destination
Inspection Date:	Dec 2, 2011
Inspection Remarks:	
Violations:	

Location Information:
Updates to pickup, in-transit 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	436 There St	BOSTON	MA	02109	US
Edit Location	Shipment Primary Delivery Address	2755 B Delta Place, Colorado Spings, CO 80910	COLORADO SPRINGS	CO	80910	US
	Shipment Authorized Pickup Address	436 There St	BOSTON	MA	02109	US
Edit Location	Shipment Authorized Delivery Address	here	DENVER	CO	80234	US

Shipment Containers: [Enter Additional Containers](#) [Edit Existing Containers](#)

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

Container Number	Container Seal Number:
1	12
2	13

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

Edit SIT	SIT Type	SIT Control Number	SIT Contractor	SIT Date In	SIT Date Out	SIT Conversion Out	Days Authorized	SIT Portions
Edit SIT	Destination	131550001	DOYLE MOVING & STORAGE, INC.	2013-06-04			78	

Delivery Information:

Edit Delivery	Delivery Date	Delivered Weight

Unclassified//FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off | 100%



Step 16

The shipment status will not change until the next day (effective after midnight expiration).

The screenshot shows the Defense Personal Property System (DPS) interface. The search results table is as follows:

Status	View/Edit Shipment	BL/GBL	Customer Name	Customer SSN	Orders Number	Origin PPSO	Destination PPSO	TSP	Required Delivery Date	Shipment Type	Channel	Code Of Service	Origin City	Origin State	Destination City	Destination State
In Storage-in-Transit (SIT) at Destination at Customer's Expense	View/Edit	AGFM0000804	Neece, Jason	XXX-XX-6234	6611	AGFM	KKFA	AAAA	2011-11-30	HHG	US14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)	D	BOSTON	MA	COLORADO SPRINGS	CO

1 Shipments found, showing 1 shipments, from 1 to 1. Page 1 / 1

Check DPS the next business day to verify status changed



PPSO's Responsibilities



Although DPS sends the customer 2 conversion email notifications 30 and 5 days prior to the conversion effective date, PPSO shall contact the customer within the 30 day window and verify the customer has received the email notification. PPSO shall explain the joint inspection, possible labor cost, and payment for the additional storage days directly to the warehouse.

- NLT 5 GBD prior to the effective conversion date, the PPSO shall provide the customer the warehouse contact information and provide a copy of the DD1857 to the customer, the warehouse, and the TSP.
- PPSO shall inform customer, they are only required to pay the warehouse for the additional storage days. The government is responsible for payment of the delivery.
- Inform customer when they are ready for delivery they shall notify the PPSO, not the warehouse. PPSO will verify the customer delivery address and contact information. PPSO will contact the warehouse reference delivery request. **See Note 3.**
- PPSO shall inform the member the delivery agent is required to unpack and reassemble any items that were packed and disassembled. During delivery, if there are any questions and/or concerns the customer must contact the PPSO immediately.



PPSO's Responsibilities



- After shipment has been delivered, PPSO must update the shipment address, city, state, zip, and update the shipment status to “Delivered Complete”.
- PPSO shall instruct the warehouse to invoice the delivery charges and any pre-approved assessorial on a local voucher. PPSO shall provide the financial institute information, if the warehouse has to send the voucher to a different location.

Note 1: DPS will continue to count the negative days until the shipment status has been updated to “delivered complete” . Once converted the TSP is not authorized payment for the additional negative days that will accumulate after the conversion effective date.

Note 2: TSP is required to submit a refund for non-performance of unpacking with their final invoice for storage.

Note 3: PPSO shall not update the address, city, state, and zip prior to delivery. Depending on the city and/or state, updating the address information prior to delivery may cause the shipment to move to another GBLOC.

Note 4: PPSO/TSP ensure appropriate notes are put in shipment management.



TSP Responsibilities



TSPs are required to refund any prepayments due to the non performance of unpacking. TSPs shall submit the refund on the same invoice for the final storage payment.

Domestic - TSP shall refund the prepayment of unpacking that is combined with full packing under item code 105A. In order to refund the unpacking, TSP shall use the “Misc” item code (226A) with a note explaining refund. The appropriate unpacking amount due is IAW the 400NG Baseline rates.

International – For HHGs, TSP shall submit a SFR refund (\$3.00 CWT) for non-performance of unpacking. TSP shall submit the refund using Item code 522D.

Please send all questions/concerns on this process to sddc.safb.pops@us.army.mil or usarmy.scott.sddc.mbx.omb-for-pp-ops@mail.mil , any billing questions send to usarmy.scott.sddc.mbx.omb-for-billing-issues@mail.mil.