



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

DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

**FINAL
SHIPMENT MANAGEMENT USER GUIDE
GOVERNMENT EDITION
Version 07**

March 15, 2012

Project Manager: Rebecca Patterson

Prepared for:
USTRANSCOM COMMAND ACQUISITION/TCAQ
Attention: Stefanie McPherson
508 Scott Drive, Building 1961
Scott AFB, IL 62225-5357

Prepared by:
SRA International, Inc.
4300 Fair Lakes Court
Fairfax, Virginia 22033-4232

Contract Number: HC1028-08-D-2026-6S01
Task 2, Subtask 1.3.2.8.7
Document Control Number (DCN) 13808-02-13287-628

Document Change History

The following is a history of changes to versions of this user guide for the Defense Personal Property System (DPS).

Date	Version	Change Description
03/22/10	01	Initial Draft
04/26/10	02	Incorporated Government comments
08/20/10	03	Updated document for DPS Version 1.4.03
09/15/10	04	Updated Sections 1, 6.1.2, 7.1, 7.2.1, 7.2.4, 9.2.2, 9.2.3, and 11.3 based on Government comments
08/11/11	05	Comprehensive update DPS Version 1.4.07
09/02/11	06	Government comments addressed.
02/24/12	07	Comprehensive update for DPS Version 1.4.09
03/15/12	08	Incorporated Government comments

Table of Contents

1	SHIPMENT MANAGEMENT AT A GLANCE.....	1-1
2	INTRODUCTION.....	2-1
2.1	ACCESS RESTRICTIONS TO SHIPMENT MANAGEMENT.....	2-1
3	LOG INTO DPS.....	3-1
3.1	DPS HOME PAGE.....	3-1
4	NAVIGATING SHIPMENT MANAGEMENT.....	4-1
4.1	PPSO MAIN QUEUE.....	4-1
4.2	WORK QUEUES.....	4-2
4.3	VIEW/EDIT SHIPMENT INFORMATION PAGE.....	4-3
4.4	MANAGING PREAPPROVALS.....	4-4
5	OUTBOUND MANAGEMENT.....	5-1
5.1	THE ROUTE SHIPMENTS QUEUE.....	5-1
5.1.1	How to route a shipment.....	5-1
5.1.2	How to route a shipment as part of a Volume Move.....	5-2
5.1.3	How to confirm a shipment has reached TOPS.....	5-3
5.2	THE AWARD SHIPMENTS QUEUE.....	5-4
5.2.1	How to award a shipment to a TSP.....	5-4
5.2.2	How to offer a Short-Fuse shipment to all TSPs.....	5-5
5.2.3	One-Time-Only (OTO/MOTO/BOTO) Shipments.....	5-6
5.3	THE REMOVE SURVEYS QUEUE.....	5-7
5.3.1	How to enter or update a Remove Survey.....	5-7
5.3.2	How to enter preapprovals from the Remove Surveys queue.....	5-9
5.4	THE PREAPPROVALS PENDING QUEUE.....	5-9
5.5	THE OUTBOUND SHIPMENTS QUEUE.....	5-10
5.5.1	How to enter pickup information.....	5-10
5.5.2	How to place a shipment into Origin SIT.....	5-12
5.5.3	How to manage SIT coverage from the Outbound Shipments queue.....	5-13
5.6	THE OUTBOUND SIT QUEUE.....	5-14
6	INBOUND MANAGEMENT.....	6-1
6.1	THE INBOUND SHIPMENTS QUEUE.....	6-1
6.1.1	How to arrive a shipment.....	6-2
6.1.2	Delivering shipments.....	6-4
6.2	THE PPM CLOSEOUT SHIPMENTS QUEUE.....	6-8
6.2.1	How to close out an Incentive Based PPM.....	6-9
6.2.2	How to close out an Actual Cost Reimbursement PPM.....	6-9
6.2.3	Customer Payments.....	6-11
6.2.4	How to manage accessorials when closing out PPMs.....	6-12
6.2.5	How to update the PPM Check Mailing Address.....	6-13
6.3	THE PREAPPROVALS PENDING QUEUE.....	6-14
6.4	THE INBOUND SIT QUEUE.....	6-14
6.5	THE EXCESS COST MANAGEMENT QUEUE.....	6-15
6.5.1	How to manage Customer payment of excess costs.....	6-16

7	SIT MANAGEMENT	7-1
7.1	THE OUTBOUND SIT QUEUE	7-1
7.1.1	How to extend coverage for a shipment in origin SIT	7-2
7.1.2	How to convert origin SIT coverage to the Customer's expense.....	7-3
7.1.3	How to release a shipment from origin SIT	7-3
7.2	THE INBOUND SIT QUEUE.....	7-4
7.2.1	How to deliver a shipment out of destination SIT	7-6
7.2.2	How to extend coverage for a shipment in destination SIT	7-7
7.2.3	How to convert destination SIT coverage to the Customer's expense.....	7-7
7.2.4	How to move a shipment to a new SIT facility.....	7-7
7.3	THE SHIPMENT SIT NEARING EXPIRATION QUEUE	7-8
7.3.1	How to extend coverage for a shipment from the Shipment SIT Nearing Expiration page	7-9
7.3.2	How to convert SIT to Customer's expense from the Shipment SIT Nearing Expiration page	7-9
7.3.3	How to change SIT facilities from the Shipment SIT Nearing Expiration page....	7-9
8	SHIPMENT REQUESTS AND CORRECTIONS.....	8-1
8.1	THE MONITOR CUSTOMER REQUESTS QUEUE.....	8-1
8.1.1	How to send a reweigh request to the TSP	8-1
8.1.2	How to extend SIT coverage for a shipment.....	8-2
8.1.3	How to address a Customer's delivery request	8-3
8.1.4	How to approve a pickup or delivery address change.....	8-3
8.1.5	How to approve an additional pickup or delivery	8-3
8.2	THE MONITOR TSP SHIPMENT REQUESTS QUEUE.....	8-4
8.2.1	How to approve or deny a TSP's SIT Placement request	8-4
8.2.2	How to approve a pickup or delivery address change.....	8-6
8.2.3	How to approve an additional pickup or delivery	8-6
8.2.4	How to approve or deny a GBL/BL copy request.....	8-7
8.3	THE SHIPMENT REWEIGHS QUEUE.....	8-8
8.3.1	How to send a reweigh request to the TSP	8-8
8.3.2	How to enter a reweigh	8-9
8.4	THE MONITOR REWEIGHS QUEUE.....	8-10
8.4.1	How to enter a reweigh	8-10
8.5	THE DIVERT SHIPMENTS QUEUE.....	8-11
8.5.1	How to divert a shipment	8-11
8.6	THE PULLBACK SHIPMENTS QUEUE.....	8-13
8.6.1	How to pull back a shipment from a TSP and re-award it to another TSP	8-13
8.6.2	How to pull back a shipment from a TSP and cancel it	8-14
8.7	THE CANCEL/TERMINATE SHIPMENTS QUEUE	8-15
8.7.1	How to terminate a shipment	8-15
8.7.2	How to cancel a shipment	8-17
9	QA MANAGEMENT	9-1
9.1	THE ORIGIN INSPECTIONS QUEUE.....	9-1
9.1.1	How to enter an origin inspection report.....	9-1
9.2	THE DESTINATION INSPECTIONS QUEUE	9-3
9.2.1	How to enter a destination inspection report.....	9-3
9.3	THE PENDING SUSPENSIONS QUEUE	9-4
9.3.1	How to suspend a TSP for refusing a shipment award	9-4

9.3.2	How to remove a pending suspension.....	9-5
9.3.3	How to issue a Letter of Warning due to performance or inspection violations....	9-5
9.3.4	How to suspend a TSP due to performance/inspection violations	9-5
9.4	THE TSP SUSPENSION PAGE (SDDC USERS).....	9-6
9.4.1	How to suspend a TSP on a market (SDDC users).....	9-7
9.4.2	How to suspend a TSP on a channel-COS (SDDC users).....	9-7
9.4.3	How to suspend a TSP on a GBLOC (SDDC users).....	9-8
9.4.4	How to pullback shipments due to TSP suspension (SDDC users)	9-9
9.5	THE TSP NON-USE PAGE (SDDC USERS).....	9-10
9.6	THE TSP SUSPENSIONS QUEUE.....	9-11
9.6.1	How to reinstate a suspended TSP	9-11
9.7	THE TSP NON-USE QUEUE	9-12
9.7.1	How to reinstate a TSP in a non-use status	9-12
9.8	THE TSP SUSPENSION PAGE (PPSO USERS).....	9-13
9.8.1	How to suspend a TSP on a market-GBLOC (PPSO users)	9-13
9.8.2	How to suspend a TSP on a channel-COS (PPSO users).....	9-13
9.8.3	How to suspend a TSP on a GBLOC (PPSO users).....	9-14
9.9	THE RESCIND WARNINGS/SUSPENSIONS SEARCH PAGE.....	9-14
9.9.1	How to rescind warnings and suspensions.....	9-14
9.10	THE QA FORMS SEARCH PAGE	9-15
9.10.1	How to view origin and destination inspection forms (DD-1780).....	9-16
9.10.2	How to view warning and suspension forms (DD-1814).....	9-16
9.11	THE QA SEARCH PAGE	9-16
9.11.1	How to search for shipments by GBL number and Customer name	9-16
9.11.2	How to search for shipments by date range	9-17
9.11.3	How to enter an inspection from the QA Search results	9-18
10	ADMINISTRATION	10-1
10.1	THE AUTOMATIC ROUTE/BOOK PAGE	10-1
10.1.1	How to turn on the Automatic Route/Book feature	10-2
10.1.2	How to turn off the Automatic Route/Book feature.....	10-2
10.2	ADMINISTRATIVE SHIPMENT DATA CORRECTIONS	10-3
10.2.1	How to reverse the status of a shipment.....	10-3
11	SEARCH/REPORTS.....	11-1
11.1	THE SEARCH FOR SHIPMENTS PAGE	11-1
11.2	THE OPERATIONS REPORTS PAGE.....	11-2
11.2.1	How to view the Shipment SIT Report	11-2
11.2.2	How to view the Volume Move TDL Report	11-3
11.3	THE PRINT FORMS PAGE	11-4
11.3.1	How to print forms.....	11-4
12	SDDC REGIONAL STORAGE MANAGEMENT OFFICE (RSMO).....	12-1
12.1	HOW TO CREATE A WAREHOUSE INSPECTION	12-1
APPENDIX A	SHIPMENT MANAGEMENT ACCESS.....	A-1
APPENDIX B	CODES OF SERVICE.....	B-1
APPENDIX C	USING THE VIEW/EDIT SHIPMENT INFORMATION PAGE.....	C-1
APPENDIX D	ACRONYMS	D-1

Table of Figures

Figure 3-1. DPS Home Page (PPSO Outbound User)	3-1
Figure 4-1. PPSO Main Queue Page (PPSO Outbound User)	4-1
Figure 4-2. Route Shipments Queue (PPSO Outbound User)	4-2
Figure 4-3. View/Edit Shipment Information Page (PPSO Outbound User).....	4-3
Figure 4-4. Preapprovals (Third Party Service Category)	4-4
Figure 4-5. Current Preapproval Items	4-4
Figure 4-6. Preapproval Item Notes	4-5
Figure 5-1. Route Shipments Queue (PPSO Outbound User)	5-1
Figure 5-2. Code of Service Selection	5-2
Figure 5-3. Add to VolumeMove button	5-2
Figure 5-4. Volume Move Selection.....	5-3
Figure 5-5. Award Shipments Queue (PPSO Outbound User).....	5-4
Figure 5-6. Award Shipment Page.....	5-5
Figure 5-7. Short-Fuse Shipment Offer Page.....	5-6
Figure 5-8. Preremove Surveys Queue (PPSO Outbound User).....	5-7
Figure 5-9. Preremove Survey	5-8
Figure 5-10. Shipment Presurvey Completed Page	5-8
Figure 5-11. Preapprovals Pending Queue (PPSO Outbound User).....	5-9
Figure 5-12. Outbound Shipments Queue (PPSO Outbound User).....	5-10
Figure 5-13. Actual Weights	5-11
Figure 5-14. Actual Dates	5-11
Figure 5-15. Container Seal Numbers.....	5-12
Figure 5-16. SIT Data	5-12
Figure 5-17. Select SIT Warehouse Facility	5-13
Figure 5-18. SIT Facility Data	5-13
Figure 5-19. Manage Shipment SIT.....	5-14
Figure 6-1. Inbound Shipments Queue (PPSO Inbound User)	6-1
Figure 6-2. Arrival Type Page	6-2
Figure 6-3. Whole Shipment Arrival	6-2
Figure 6-4. Split Shipment Arrival	6-3
Figure 6-5. Split Shipment Statuses.....	6-3
Figure 6-6. Deliver Whole Shipment.....	6-4
Figure 6-7. Enter Actual Delivery Date	6-5
Figure 6-8. Shipment Partial Delivery (Delivery Information)	6-5
Figure 6-9. Shipment Partial Delivery (SIT Information)	6-6
Figure 6-10. Select SIT Warehouse Facility	6-6
Figure 6-11. SIT Facility Data	6-7
Figure 6-12. PPM Closeout Shipments Queue (PPSO Inbound User)	6-8
Figure 6-13. PPM Closeout – Incentive Based	6-9
Figure 6-14. PPM Closeout – Incentive Based/Print DD Form 2278.....	6-9
Figure 6-15. PPM Closeout Page – Actual Cost Reimbursement NTE GCC.....	6-10
Figure 6-16. PPM Closeout – ACR Not to Exceed GCC/Print DD Form 2278	6-11
Figure 6-17. Customer Payment(s).....	6-11
Figure 6-18. Accessorial Management	6-12
Figure 6-19. Enter New PPM Check Mailing Address.....	6-13
Figure 6-20. Edit PPM Check Mailing Address	6-13
Figure 6-21. Preapprovals Pending Queue (PPSO Inbound User)	6-14
Figure 6-22. Excess Cost Management Queue (PPSO Inbound User)	6-15
Figure 6-23. Excess Cost Note.....	6-16

Figure 6-24. Current Shipments Block	6-16
Figure 6-25. Total Payments Block	6-16
Figure 6-26. Enter Payment Information Block.....	6-17
Figure 7-1. Outbound SIT Queue (PPSO Outbound User).....	7-1
Figure 7-2. Manage Shipment SIT.....	7-2
Figure 7-3. Extend SIT	7-2
Figure 7-4. Convert SIT	7-3
Figure 7-5. Release SIT	7-3
Figure 7-6. Inbound SIT Queue (PPSO Inbound User).....	7-4
Figure 7-7. Inbound SIT Split Shipment (PPSO Inbound User).....	7-5
Figure 7-8. Manage Shipment SIT.....	7-5
Figure 7-9. Shipment Delivery Out Of SIT Page.....	7-6
Figure 7-10. Move to a New SIT Facility.....	7-7
Figure 7-11. Shipment SIT Nearing Expiration Queue (PPSO Inbound User)	7-8
Figure 8-1. Monitor Customer Requests Queue (PPSO Inbound User)	8-1
Figure 8-2. SIT Extension Request.....	8-2
Figure 8-3. Approve or Deny SIT Request.....	8-2
Figure 8-4. Delivery Request.....	8-3
Figure 8-5. Monitor TSP Shipment Requests (PPSO Outbound User)	8-4
Figure 8-6. Place Shipment Into SIT Page.....	8-5
Figure 8-7. Approve or Deny a SIT Request	8-6
Figure 8-8. Print BL/GBL Page	8-7
Figure 8-9. Approved GBL/BL Copy Request	8-7
Figure 8-10. Shipment Reweighs Queue (PPSO Outbound User).....	8-8
Figure 8-11. Shipment Reweigh Page.....	8-9
Figure 8-12. Monitor Reweighs Queue (PPSO Outbound User).....	8-10
Figure 8-13. Divert Shipments Queue (PPSO Outbound User).....	8-11
Figure 8-14. Shipment Diversion Page.....	8-12
Figure 8-15. Pullback Shipments Queue (PPSO Outbound User).....	8-13
Figure 8-16. Cancel/Terminate Shipments (PPSO Outbound User).....	8-15
Figure 8-17. Shipment Termination.....	8-16
Figure 9-1. Origin Inspections Queue (PPSO Quality Assurance User).....	9-1
Figure 9-2. Shipment Origin Inspection Page.....	9-2
Figure 9-3. TSP QA History Page	9-2
Figure 9-4. Pending Suspensions Queue (PPSO Quality Assurance User)	9-4
Figure 9-5. TSP Suspense Warning Page	9-5
Figure 9-6. TSP Suspension Page (SDDC Quality Assurance User).....	9-6
Figure 9-7. TSP Market-GBLOC Suspension Page.....	9-7
Figure 9-8. Suspend TSP On Market-GBLOC Page	9-7
Figure 9-9. TSP Channel COS Suspension Page	9-8
Figure 9-10. Suspend TSP On Channel-COS Page	9-8
Figure 9-11. Suspend TSP On GBLOC Page	9-9
Figure 9-12. Pullback TSP Shipments Page	9-9
Figure 9-13. Pullback TSP Shipments Page	9-10
Figure 9-14. The TSP Suspensions Queue (PPSO Quality Assurance User)	9-11
Figure 9-15. TSP Non-Use Queue (SDDC Quality Assurance User).....	9-12
Figure 9-16. TSP Suspension Page (PPSO Quality Assurance User).....	9-13
Figure 9-17. The Rescind Warnings/Suspensions Search Page (PPSO Quality Assurance User).....	9-14
Figure 9-18. QA Forms Search Page (PPSO Quality Assurance User).....	9-15
Figure 9-19. QA Forms Search Results Page	9-16
Figure 9-20. Warning Search Results Page	9-16

Figure 9-21. QA Search by GBL Number and Customer Name (PPSO Quality Assurance User)	9-17
Figure 9-22. QA Search by Date Range (PPSO Quality Assurance User)	9-18
Figure 10-1. Automatic Route/Book Page (PPSO Outbound Supervisor User)	10-1
Figure 10-2. Administrative Shipment Data Corrections (PPSO Inbound User)	10-3
Figure 10-3. Shipment Status Audit Trail	10-4
Figure 10-4. Available Data Correction Choices	10-4
Figure 10-5. Shipment Status Audit Trail	10-5
Figure 11-1. Search For Shipments Page (PPSO Outbound User)	11-1
Figure 11-2. Operations Reports Page (PPSO Outbound User)	11-2
Figure 11-3. Shipment SIT Report.....	11-3
Figure 11-4. Volume Move TDL Search Results	11-3
Figure 11-5. Volume Move Traffic Distribution Lists Page	11-3
Figure 11-6. Print Forms Page (PPSO Outbound User)	11-4
Figure 12-1. QA Warehouse Inspection Browse (SDDC RSMO User)	12-1
Figure 12-2. QA Warehouse Inspection Create/Edit Page.....	12-2

1 SHIPMENT MANAGEMENT AT A GLANCE

This section of the User Guide offers a quick look at the steps used to complete the most common shipment management tasks.

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

Users must register to access DPS on the Electronic Transportation Acquisition (ETA) site, which assigns access by role.

1. To log in, click the **DPS Login** link on the www.move.mil site.
2. Review the instructions, and click the **DPS Login** button to complete the ETA login process.
3. Read the Department of Defense Security Banner, and then click the **Accept** button.
4. Complete the ETA login process using your Smart Card or Digital Certificate.
5. Click Defense Personal Property System (DPS) under My Approved Applications to access the DPS Home Page.
6. Click the **Shipment Management** tab to continue.

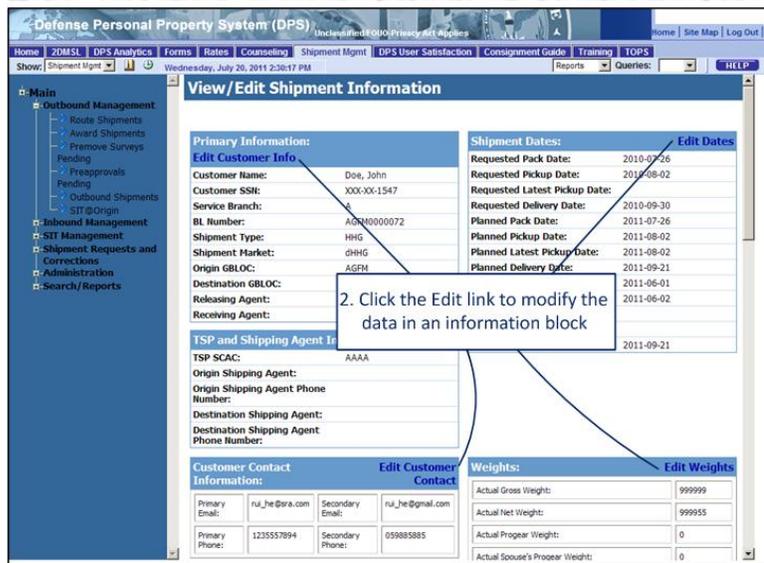
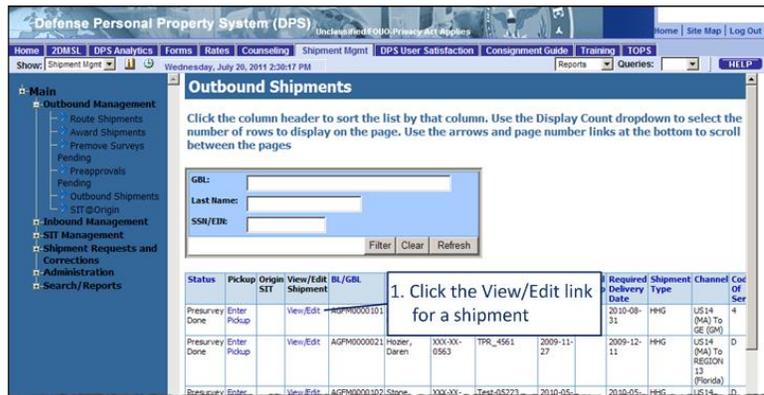
The screenshots show the following steps:

- 1. Click DPS Login.** The screenshot shows the MOVE.MIL homepage with the 'DPS Login' link highlighted in a red box.
- 2. Read the steps, then click DPS Login.** The screenshot shows the 'DPS Login' page with a 'Login Process' list and a 'DPS Login' button highlighted in a red box.
- 3. Click Accept.** The screenshot shows a 'DOD Security Banner' with an 'Accept' button highlighted in a red box.
- 4. Log in using your Smart Card or Digital Certificate.** The screenshot shows the 'Digital Certificate / Smart Card Users' login page with a 'Log In' button highlighted in a red box.
- 5. Click Defense Personal Property System (DPS).** The screenshot shows the 'Electronic Transportation Acquisition' (ETA) site with the 'DPS' link highlighted in a red box.
- 6. Click the Shipment Mgmt tab.** The screenshot shows the 'Defense Personal Property System (DPS)' home page with the 'Shipment Mgmt' tab highlighted in a red box.

HOW TO VIEW/EDIT SHIPMENT INFORMATION

SEE SECTION 4.3

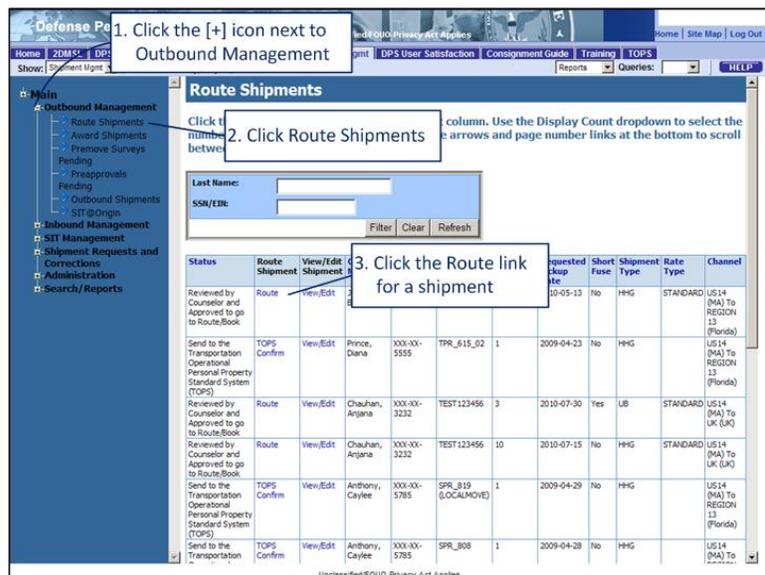
1. From any of the work queues in Shipment Management, click the *View/Edit* link to view the *View/Edit Shipment Information* page.
2. To edit the shipment's information, click the *Edit* link for the block containing the information you wish to edit. For example, *Edit Customer Info*, *Edit Dates*, *Edit Weights*, etc.



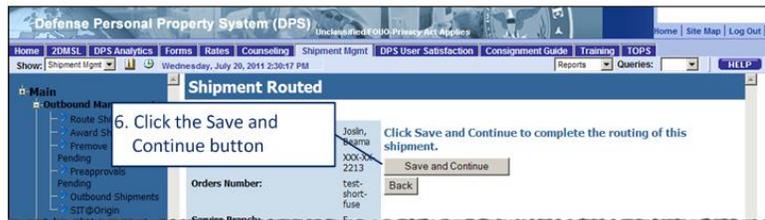
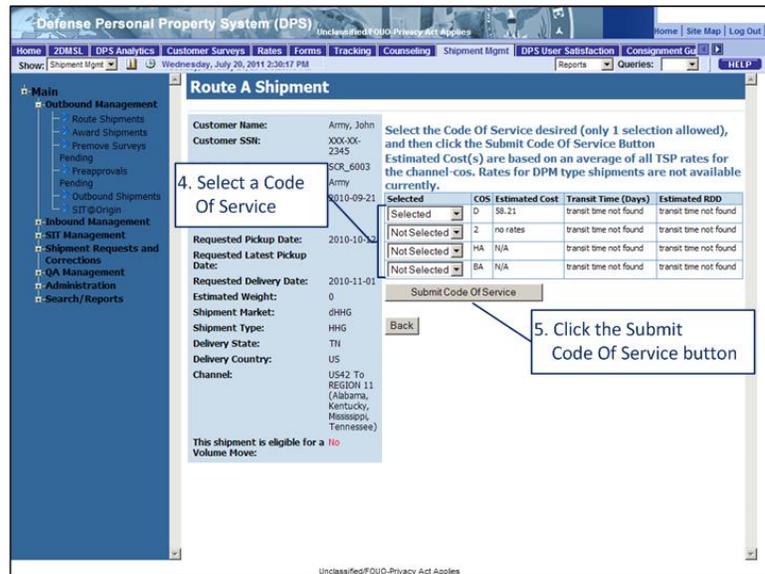
HOW TO ROUTE A SHIPMENT

SEE SECTION 5.1.1

1. In the left navigation pane, click the [+] icon next to Outbound Management.
2. In the navigation tree that appears, click the *Route Shipments* link. The *Route Shipments* page appears.
3. Click the *Route* link for a shipment.



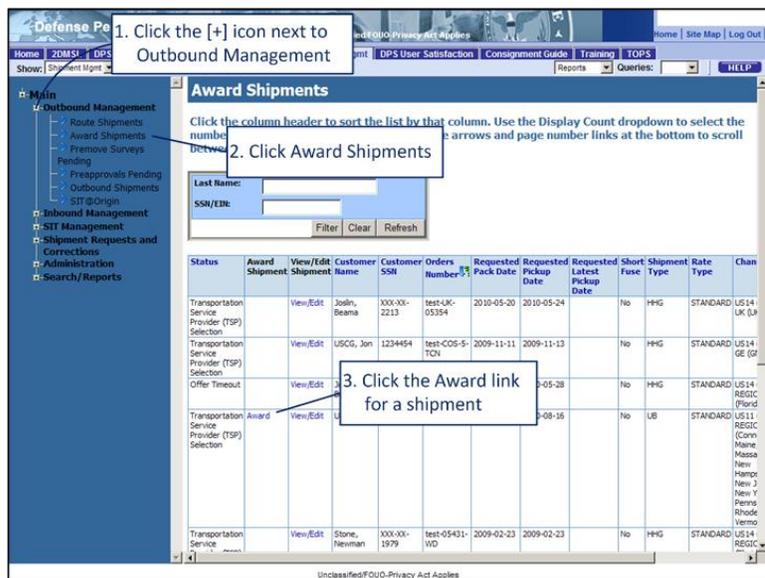
4. Choose *Selected* from the drop-down menu next to the desired COS.
5. Click the **Submit Code Of Service** button.
6. Click the **Save and Continue** button.



HOW TO AWARD A SHIPMENT

SEE SECTION 5.2.1

1. In the left navigation pane, click the [+] icon next to Outbound Management.
2. In the navigation tree that appears, click the *Award Shipments* link. The Award Shipments page appears.
3. Click the *Award* link for a shipment.



- To award the shipment to the next Transportation Service Provider (TSP) in line to receive a shipment, click the **Award Shipment To TSP** button.

To award the shipment to an alternate TSP, make selections from the *Available TSPs* and *Alternate Selection Reason* drop-down menus, and then click the **Award to Alternate TSP** button.

- Complete the transaction by clicking the **Save and Continue** button.

SHIPMENT REQUESTS AND CORRECTIONS

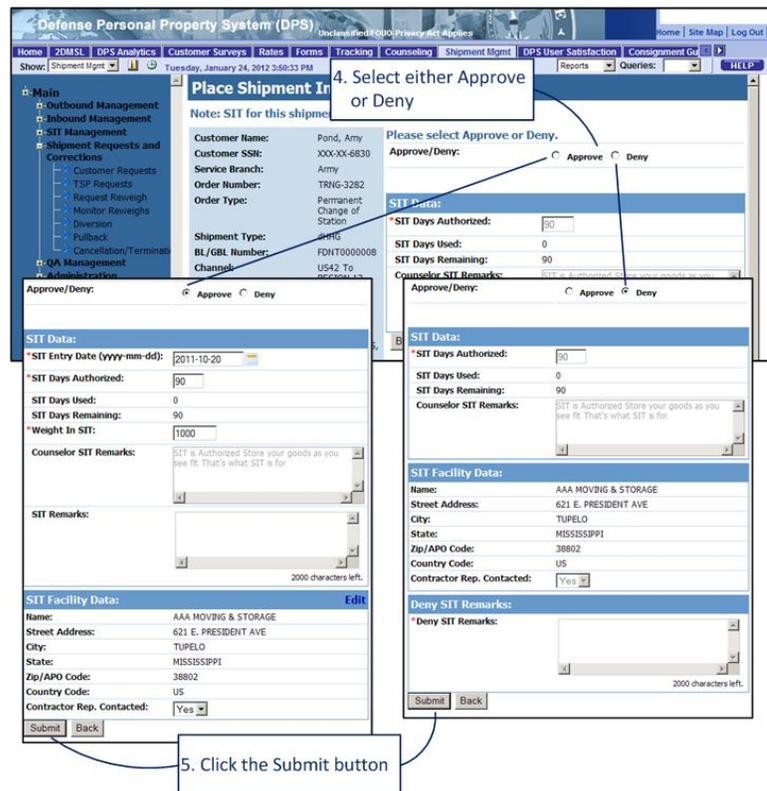
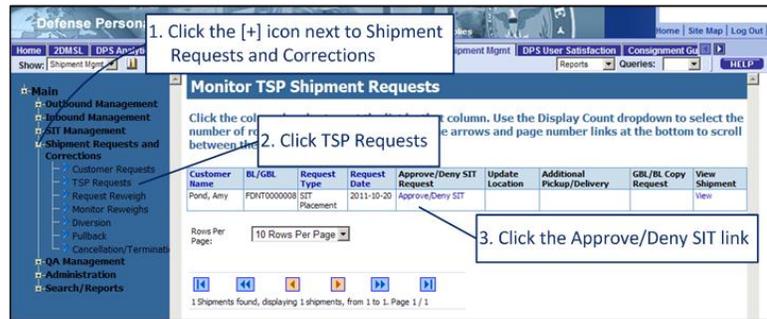
SEE SECTION 8

- In the left navigation pane, click the [+] icon next to Shipment Requests and Corrections.
- In the navigation tree that appears, select a request and correction category by clicking on a link. Choose from the following categories:
 - Customer Requests
 - TSP Requests
 - Request Reweigh
 - Monitor Reweighs
 - Diversion
 - Pullback
 - Cancellation/Termination

Functional Area	Pending Count
ROUTING	34
AWARD OFFER	175
PRE-M	20
PREAP	12
OUTB	36
ORIGIN SIT	5
ORIGIN INSPECTION	9
DESTINATION INSPECTION	1
PPM CLOSEOUT	14
TSP REQUEST	12
CUSTOMER REQUEST	10
GBL CORRECTION	36

APPROVE OR DENY STORAGE IN TRANSIT (SIT) REQUESTS **SEE SECTION 8.2.1**

1. In the left navigation pane, click the [+] icon next to Shipment Requests and Corrections.
2. In the navigation tree that appears, click the *TSP Requests* link. The Monitor TSP Shipment Requests page appears.
3. Click the *Approve/Deny SIT* link.
4. On the Place Shipment Into SIT page, select either the Approve or the Deny option. The fields used to approve or deny the request are displayed, depending on your selection. Complete the fields.
5. In either case (Approve or Deny), click the **Submit** button.



PERSONALLY PROCURED MOVE (PPM) CLOSEOUT

SEE SECTION 6.2

1. In the left navigation pane, click the [+] icon next to Inbound Management.
2. In the navigation tree that appears, click the PPM Closeouts link. The PPM Closeout Shipments page appears.
3. Click the PPM Closeout link for a shipment.
4. Complete the PPM closeout fields. These fields vary depending on the type of PPM. For detailed instructions on how to closeout each type of PPM see Section 6.2.
5. Click the **Submit Weights** button.

1. Click the [+] icon next to Inbound Management

2. Click PPM Closeouts

3. Click the PPM Closeout link

PPM Closeout	View/Edit	Customer Name	Customer SSN	Orders Number	Counseling Date	Requested Pickup Date	Shipment Type	Channel
PPM Closeout	View/Edit	Hoste			12-24		PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Army			06-30		PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Joeln, Beama	XXX-XX-2213	C-C-1950b	2009-05-29	2009-06-29	PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Joeln, Beama	XXX-XX-2213	test-nonpeak	2009-06-11	2009-10-09	PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Smith, Amy	XXX-XX-9696	10/28/09	2009-10-28	2009-12-23	PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Army, Jon	XXX-XX-5568	Civ_Local MOVE	2009-06-10	2009-06-24	PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Air Force, Kelly	tp0015	PPM-CLOSEOUT/061809	2009-06-18	2009-07-09	PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Army, Jon	XXX-XX-5568	test	2009-07-31	2009-08-26	PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Joeln, Beama	XXX-XX-2213	Test-req-1771	2009-07-23	2009-08-10	PPM	US14 (MA) To REGION 13 (Florida)
PPM Closeout	View/Edit	Joeln, Beama	XXX-XX-2213	test-05733	2009-08-19	2009-08-28	PPM	US14 (MA) To REGION 13 (Florida)

4. Complete the PPM Closeout fields

5. Click the Submit Weights button

ENTERING AN INSPECTION REPORT

SEE SECTION 9.1

1. In the left navigation pane, click the [+] icon next to QA Management.
2. In the navigation tree that appears, click either the *Origin Inspections* or the *Destination Inspections* link. The process for entering Origin Inspections and Destination Inspections is the same; however this example shows Origin Inspections.
3. Click the *Enter Inspection* link for a shipment.
4. Complete the Inspection Form.
5. Click the **Enter Inspection** button.
6. To submit the Inspection Report, click the **Save and Continue** button.

1. Click the [+] icon next to QA Management

2. Click either Origin Inspections or Destination Inspections

3. Click the Enter Inspection link

Status	Enter Inspection	BL/GBL	Customer Name (Contact Info)	Customer Orders Number	Planned Date	Planned Date	Origin City	Origin Zip	Origin Country (State)	De PP	
Presurvey Done	Enter Inspection	AGFM0000102	Stone, Newman	XXX-XX-1979	Test-05223	2010-05-20	2010-05-20	444 Mass Ave	CHELMSFORD 01824	MIDDLESEX (MA)	CLF
Presurvey Done	Enter Inspection	AGFM0000182	Army, Jon	XXX-XX-5568	6310_FL_After_PPM	2010-07-30	2010-07-30	Johnson Street	CHELMSFORD 01824	MIDDLESEX (MA)	CLF
Presurvey Done	Enter Inspection	AGFM0000120	Stone, Newman	XXX-XX-1979	SPR_1458-1	2010-02-25	2010-02-26	444 Mass Ave	CHELMSFORD 01824	MIDDLESEX (MA)	CLF
Intransit	Enter Inspection	AGFM0000181	Jodin, Beama	XXX-XX-2213	test-6310-PPM-Cost	2010-08-13	2010-08-13	7818 Mass	CHELMSFORD 01824	MIDDLESEX (MA)	CLF

4. Complete the Shipment Inspection fields

5. Click the Enter Inspection button

6. Click the Save and Continue button

2 INTRODUCTION

The Shipment Management module provides the means to move the household goods of Department of Defense (DoD) Customers from one location to another. There are eight main functional areas within the Shipment Management module:

- Outbound Management
- Inbound Management
- Storage in Transit (SIT) Management
- Shipment Requests and Corrections
- Quality Assurance (QA) Management
- Administration
- Search/Reports
- QA Warehouse Inspection Browse

Each of these functional areas has a number of tasks performed by Personal Property Shipment Office (PPSO) users and SDDC users. The day-to-day functions in the Shipment Management module are primarily performed by PPSO users. Refer to Appendix A for a breakdown of PPSO and SDDC access to the functional areas in Shipment Management.

2.1 ACCESS RESTRICTIONS TO SHIPMENT MANAGEMENT

This document describes the tasks that PPSO and SDDC users can perform in the Shipment Management module. As a rule, PPSO users can only view and manipulate shipments associated with their Government Bill of Lading Office Code (GBLOC) either at the shipment's origin or destination. Exceptions to this rule are noted in this document where appropriate.

SDDC and DPS Master Users are not limited by GBLOC and may view and manipulate all shipments. However, SDDC users are limited in that they have read-only access to all functional areas in Shipment Management except QA Management, Administration, and QA Warehouse Inspection Browse.

3 LOG INTO DPS

To gain access to the Defense Personal Property System (DPS), the Government user registers through the SDDC Electronic Transportation Acquisition (ETA) portal. ETA authenticates Government users as valid users of the system and assigns DPS access privileges based on their respective roles. Government users can access the Shipment Management module from the DPS Home page (**Error! Reference source not found.**). The PPSO Outbound user is discussed first in this document.

3.1 DPS HOME PAGE

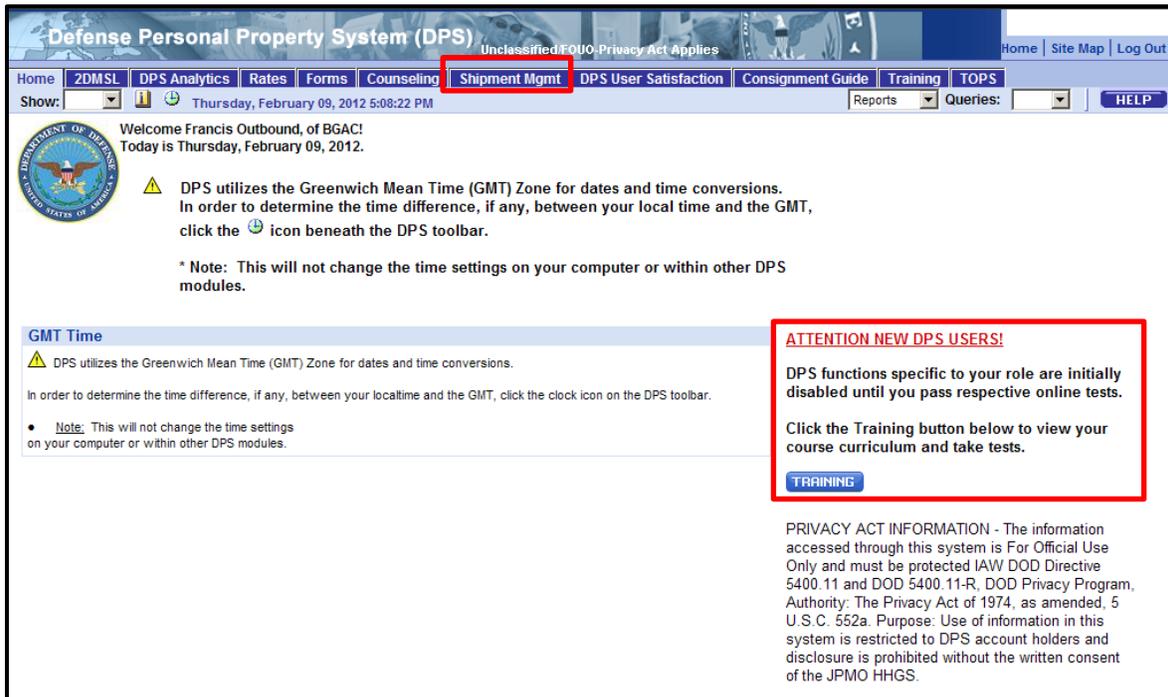


Figure 3-1. DPS Home Page (PPSO Outbound User)

The DPS Home page contains a series of tabs that provides access to different functions and training in DPS. The tabs that are visible depend on user role. To access Shipment Management, click the **Shipment Mgmt** tab. The PPSO Outbound Queue appears (Figure 4-1).

Note: Training materials may be found in the Training module. Click the **TRAINING** button or the **Training** tab to access the Training module.

4 NAVIGATING SHIPMENT MANAGEMENT

This section describes common features used to navigate in the Shipment Management module.

4.1 PPSO MAIN QUEUE

The screenshot displays the 'PPSO Outbound Queue (BGAC)' page. The page header includes 'Defense Personal Property System (DPS)' and 'Unclassified//FOUO-Privacy Act Applies'. The navigation menu includes 'Home', '2DMSL', 'DPS Analytics', 'Customer Surveys', 'Rates', 'Forms', 'Counseling', 'Shipment Mgmt', 'DPS User Satisfaction', 'Consignment Guide', 'Train', and 'HELP'. The main content area shows a table of pending counts for various functional areas.

Functional Area	Pending Count
ROUTING	13
AWARD OFFER	106
PRE-MOVE SURVEY	2
PREAPPROVAL	9
OUTBOUND	28
ORIGIN SIT	4
ORIGIN INSPECTION	0
DESTINATION INSPECTION	0
PPM CLOSEOUT	5
TSP REQUEST	17
CUSTOMER REQUEST	4
GBL CORRECTION	14

Figure 4-1. PPSO Main Queue Page (PPSO Outbound User)

The Shipment Management module is organized into a series of queues from which users can perform tasks. Each queue is based on a functional area and has its own set of tasks. The Shipment Management home page (Figure 4-1) displays the Main Queue showing each Functional Area queue and the number of shipments in each queue that require attention. Click a link in the table to view a queue. To return to this page at any time, click the *Main* link in the left navigation pane.

The left navigation pane contains a navigation tree by which to navigate Shipment Management. Click the plus sign [+] to expand the branch of the tree and reveal links to the various queues. The links in the navigation tree and the links on the Main Queue page lead to the same pages. For example, the *Route Shipments* link in the navigation tree and the *Routing* link on the Main Queue page both lead to the Route Shipments page.

4.2 WORK QUEUES

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

Home | Site Map | Log Out |

Home 2DMSL DPS Analytics Customer Surveys Rates Forms Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Train

Show: Shipment Mgmt Thursday, January 26, 2012 4:26:29 PM Reports Queries: HELP

Route 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.

Last Name: SSN/EIN: Filter Clear Refresh

Status	Route Shipment	View/Edit Shipment	Customer Name	Customer SSI	Orders Number	Shipment Number	Requested Pickup Date	Short Fuse	Shipment Type	Rate Type	Channel
Reviewed by Counselor and Approved to go to Route/Book	Route	View/Edit	Kennedy, Ted	XXX-XX-0566	Ship_5	1	2008-04-14	No	HHG	STANDARD	US25 To PO01
Reviewed by Counselor and Approved to go to Route/Book	Route	View/Edit	BLUEBARK Marshal John	XXX-XX-0199	TPR-4528OC32	1	2008-04-24	No	HHG	STANDARD	US25 To AS11
Reviewed by Counselor and Approved to go to Route/Book	Route	View/Edit	Kennedy, Ted	XXX-XX-0566	TPR_1_5031009	32	2008-07-11	No	HHG	STANDARD	US25 To GE

Unclassified/FOUO-Privacy Act Applies

Figure 4-2. Route Shipments Queue (PPSO Outbound User)

The important navigation elements on a work queue page, as shown in Figure 4-2, are as follows:

- Filter a work queue by entering a last name and/or a Social Security Number (SSN) or Employer Identification Number (EIN) and then clicking the **Filter** button. Click the **Clear** button to remove the filter from the queue. Click the **Refresh** button to refresh the queue.
- The **Status** column displays a shipment's current status.
- There may be one or more action columns. Click the link in an action column to perform a task on a shipment. In the example above, click the *Route* link to route the shipment.
- Click the *View/Edit* link in the **View/Edit Shipment** column to view or edit the details of a shipment (Section 4.3).
- DPS adds **BLUEBARK** before the Customer's name if the Customer is deceased. The **BLUEBARK** designation appears before a deceased Customer's name throughout all of Shipment Management.
- Each work queue has a number of informational columns. The columns that appear vary by queue. Click a hyperlinked column heading to sort a work queue.

4.3 VIEW/EDIT SHIPMENT INFORMATION PAGE

The screenshot shows the 'View/Edit Shipment Information' page in the Defense Personal Property System (DPS). The page is divided into several information blocks, each with an 'Edit' link. The blocks are:

- Primary Information:** Includes fields for Customer Name (Smith, Amy), Customer SSN (XXX-XX-9696), Service Branch (A), BL Number, Shipment Type (HHG), Shipment Market (HHG), Origin GBLOC (BGAC), Destination GBLOC (WKAS), Releasing Agent, and Receiving Agent. An 'Edit Customer Info' link is present.
- Shipment Dates:** Includes fields for Requested Pack Date, Requested Pickup Date (2008-03-30), Requested Latest Pickup Date (2008-03-31), Requested Delivery Date (2008-05-21), Planned Pack Date, Planned Pickup Date, Planned Latest Pickup Date, Planned Delivery Date, Actual Pack Date, Actual Pickup Date, Actual Delivery Date, Scheduled Delivery Date, and Required Delivery Date (2008-05-29). An 'Edit Dates' link is present.
- TSP and Shipping Agent Info:** Includes fields for TSP SCAC, Origin Shipping Agent, Origin Shipping Agent Phone Number, Destination Shipping Agent, and Destination Shipping Agent Phone Number.
- Customer Contact Information:** Includes fields for Primary Email (smitha@example.com), Secondary Email, Primary Phone (703-111-1112), and Secondary Phone (703-111-1113). An 'Edit Customer Contact' link is present.
- Weights:** Includes fields for Actual Gross Weight (0), Actual Net Weight (0), Actual Progear Weight (0), and Customer Estimated Weight (333). An 'Edit Weights' link is present.

Figure 4-3. View/Edit Shipment Information Page (PPSO Outbound User)

The View/Edit Shipment Information page (or View Shipment Information page for users with read-only access) provides a concise and comprehensive view of a shipment record. Click the *Edit* link in the blue banner of an information block to edit the information in that block. The following information blocks appear on the View/Edit Shipment Information page:

- Primary Information
- Shipment Dates
- TSP and Shipping Agent Info
- Customer Contact Information
- Weights
- Customer Voice Passcode
- Orders Information
- Channel/Code Of Service
- Line of Accounting Information*
- SIT Authorized (from Counseling)
- Deny SIT Remarks
- Shipment Inspections
- Location Information
- Shipment Containers
- SIT Information
- Delivery Information
- Split Shipments
- Reweighs
- Preapprovals
- Special Items
- View/Edit Excess Cost
- General Remarks

* For more information, see Appendix C.

4.4 MANAGING PREAPPROVALS

PPSO users can manage preapprovals at both origin and destination. Click the **Enter Additional Preapproval Items** from the Preapprovals for Shipment page to manage preapprovals. DPS displays a list of preapprovals from which to choose.

DPS organizes preapprovals into categories such as Labor, Wait Time, Reweighs, etc. Categories contain a list of preapprovals, each with a Service Code, Description, and Responsible PPSO (Figure 4-4).

Third Party Service			
Select	Service Code	Description	Responsible PPSO
<input checked="" type="checkbox"/>	35A	Third Party Service	AGFM - Origin
<input type="checkbox"/>	35A	Third Party Service	KKFA - Destination

Figure 4-4. Preapprovals (Third Party Service Category)

Fill the Select box to add a preapproval.

To add the selected preapprovals, scroll to the bottom of the page and click the **OK** button. DPS returns to the Shipment Preapprovals page and displays the selected preapprovals in the Current Preapproval Items table (Figure 4-5). To save the newly-added preapprovals, click the **Submit** button.

Note: DPS displays only items that are subject to preapproval.

Current Preapproval Items						
Set Approval	Current Status	PPSO Processing Date/Time	Service Code	Description	Submit Date/Time	Notes
<input type="text"/>	Pending		35A	Third Party Service		View/Edit Notes
Enter Additional Preapproval Items						
<input type="button" value="Submit"/> <input type="button" value="Back"/>						

Figure 4-5. Current Preapproval Items

The Current Preapproval Items table displays Current Approval Status, PPSO Processing Date/Time, Item Service Code, Description, Submit Date/Time, and a *View/Edit Notes* link for all selected preapprovals.

To set the approval status of a preapproval, make a selection (Pending, Approved, or Denied) from the Set Approval menu, then click the **Submit** button.

To view or attach comments to a preapproval line item, click the *View/Edit Notes* link in the Note column. The Preapproval Item Notes pop-up is displayed (Figure 4-6).

Preapproval Item Notes

Service Code: 35A
Responsible PPSO: AGFM

TSP Note:
This service is needed.

PPSO Note:
500 characters left

OK Cancel

Figure 4-6. Preapproval Item Notes

If the TSP entered comments when requesting the preapproval, the comments are displayed in the TSP Note field. Enter any comments you have in the PPSO Note field, and then click the **OK** button to save your changes.

5 OUTBOUND MANAGEMENT

Outbound Management refers to tasks that users perform on shipments at the shipment's origin. PPSO users have the ability to perform certain tasks that are usually reserved for TSP users. These tasks are noted in the relevant subsections.

5.1 THE ROUTE SHIPMENTS QUEUE

The screenshot shows the 'Route Shipments' page in the Defense Personal Property System (DPS). The page title is 'Route Shipments' and it includes a navigation menu on the left. The main content area contains a table of shipments and a search filter.

Search Filter:

Last Name:
 SSN/EIN:
 Filter Clear Refresh

Status	Route Shipment	View/Edit Shipment	Customer Name	Customer SSN	Orders Number	Shipment Number	Requested Pickup Date	Short Fuse	Shipment Type	Rate Type	Channel
Reviewed by Counselor and Approved to go to Route/Book	Route B	View/Edit	Mahon, Ram	XXX-XX-1818	UB-Concurrency-Test	1	2011-01-20	No	UB	STANDARD	US14 To UK
Send to the Transportation Operational Personal Property Standard System (TOPS)	TOPS Confirm C	View/Edit	Jarrett, Philip D.	XXX-XX-1548	Philip_NTSR	2	2010-08-18	No	NTSR		US14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)
Send to the Transportation Operational Personal Property Standard System (TOPS)	TOPS Confirm	View/Edit	Jones, Tamichael M.	XXX-XX-6649	Tamichael_NTSR	2	2010-08-11	No	NTSR		US14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)
Send to the Transportation Operational Personal Property Standard System (TOPS)	TOPS Confirm	View/Edit	Pechuls, Mark A.	XXX-XX-5308	Mark_NTSR2	2	2010-07-30	No	NTSR		US14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)
Send to the Transportation Operational Personal Property Standard System (TOPS)	TOPS Confirm	View/Edit	Carlson, Barbara	XXX-XX-1088	HHH-111	1	2010-07-30	No	NTSR		US14 To REGION 5

Figure 5-1. Route Shipments Queue (PPSO Outbound User)

Figure 5-1 shows the Route Shipments queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Outbound Management** to expand the tree, then click the *Route Shipments* link to access the Route Shipments page.
- Click the *Route* link to assign a code of service to a shipment (Section 5.1.1).
- Click the *TOPS Confirm* link to confirm that the shipment has reached TOPS (Section 5.1.3).

5.1.1 How to route a shipment

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

Shipments appear in the Route Shipments queue after a Counselor user submits the shipment in the Counseling module. The first step in the shipment process is to assign a code of service to a shipment. In DPS, this is referred to as “routing” a shipment.

To route a shipment, click the *Route* link from the Route Shipments queue (Figure 5-1, item B). DPS displays the Route A Shipment page.

The Route A Shipment page displays a table listing available codes of service, the estimated cost to move the shipment, the estimated transit time in days, and the estimated required delivery date (Estimated RDD) (Figure 5-2).

Selected	COS	Estimated Cost	Transit Time (Days)	Estimated RDD
Selected	D	1713.06	11	2011-06-12
Not Selected	2	1692.17	11	2011-06-12
Not Selected	HA	N/A	11	2011-06-12
Not Selected	BA	N/A	11	2011-06-12

Submit Code Of Service

Figure 5-2. Code of Service Selection

Choose “Selected” from the drop-down next to a code of service. After making a selection, click the Submit Code Of Service button. DPS displays the Shipment Routed page. Click the Save and Continue button to confirm the action, or click the Back button to cancel the action.

Note: Route shipments according to the table in Appendix B

Once a shipment has been routed, it appears in the Award Shipments queue (Section 5.2) with a status of “Transportation Service Provider (TSP) Selection.”

5.1.2 How to route a shipment as part of a Volume Move

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

If the shipment qualifies for an existing Volume Move, DPS displays a large notification and button at the top of the Route A Shipment page. To route the shipment as part of a Volume Move, click the Add To VolumeMove button at the top of the page (Figure 5-3).

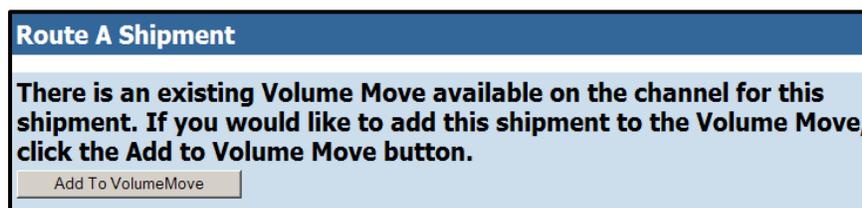


Figure 5-3. Add to VolumeMove button

DPS displays a confirmation page. If the shipment qualifies for more than one Volume Move, select the appropriate Volume Move from the list and click the Submit VolumeMove button (Figure 5-4).

There are two (or more) volume moves available for this channel. Which Volume Move applies for this shipment?

Selected	Volume Move ID	Estimated Cost	COS	Origin	Destination	Start Date	End Date
<input checked="" type="radio"/>	VM-12-0001	1192.9	D	CHELMSFORD, MA US	MIAMI, FL US	2011-11-01	2011-11-30
<input type="radio"/>	VM-12-0002	1192.9	D	BOSTON, MA US	MIAMI, FL US	2011-11-01	2011-11-30

Submit Volume Move

Figure 5-4. Volume Move Selection

Click the **Save and Continue** button to finalize the action. DPS assigns the Volume Move's Code of Service to the shipment, and the shipment appears in the Award Shipments queue (Section 5.2) with a status of "Transportation Service Provider (TSP) Selection."

5.1.3 How to confirm a shipment has reached TOPS

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

Routing a shipment as code "HA" or "BA" flags the shipment as a Direct Procurement Method (DPM) move. A shipment routed as a DPM is transferred to TOPS and appears in the DPS routing queue with a status of "Send to the Transportation Operational Personal Property Standard System (TOPS)." Access TOPS and confirm that the transfer was successful before confirming the transfer in DPS.

To confirm that a shipment has been transferred to TOPS, click the *TOPS Confirm* link from the Route Shipments queue (Figure 5-1, item C). On the TOPS Receipt Confirm page, click the Confirm TOPS Received button. The shipment drops from the Route Shipments queue.

Note: Users must manually verify that TOPS received the shipment before performing this action. Shipments that require delivery to Non-Temporary Storage (NTS) are transferred to TOPS directly after PPSO Counseling.

5.2 THE AWARD SHIPMENTS QUEUE

The screenshot shows the 'Award Shipments' page in the Defense Personal Property System (DPS). The page includes a navigation menu on the left, a search form, and a table of shipment records. The table has the following columns: Status, Award Shipment, View/Edit Shipment, Customer Name, Customer SSN, Orders Number, Requested Pack Date, Requested Pickup Date, Requested Latest Pickup Date, Short Fuse, Shipment Type, and Rate Type. The table contains several rows of data, with specific links highlighted by letters A, B, C, and D.

Status	Award Shipment	View/Edit Shipment	Customer Name	Customer SSN	Orders Number	Requested Pack Date	Requested Pickup Date	Requested Latest Pickup Date	Short Fuse	Shipment Type	Rate Type
Transportation Service Provider (TSP) Selection	Award VM	View/Edit	master, bug	XXX-XX-1234	3291_050911	2011-05-20	2011-05-20		No	HHG	VC
Transportation Service Provider (TSP) Selection	Award	View/Edit	master, bug	XXX-XX-1234	3291_050911	2011-05-23	2011-05-23		No	HHG	ST
Transportation Service Provider (TSP) Selection	Award VM	View/Edit	master, bug	XXX-XX-1234	5383_Rate_Cycle_012611	2011-10-03	2011-10-03		No	HHG	ST
Transportation Service Provider (TSP) Selection	Offer ShortFuse	View/Edit	master, bug	XXX-XX-1234	VM_031211	2011-05-05	2011-05-09		Yes	HHG	ST
Transportation Service Provider (TSP) Selection		View/Edit	master, bug	XXX-XX-1234	5655_011011	2011-02-08	2011-02-10		No	HHG	ST
Transportation Service Provider (TSP) Selection		View/Edit	master, bug	XXX-XX-1234	5655_011211	2011-01-31	2011-01-31		No	HHG	ST
Offer Timeout		View/Edit	master, bug	XXX-XX-1234	5811_010211	2011-01-12	2011-01-12		No	HHG	ST

Figure 5-5. Award Shipments Queue (PPSO Outbound User)

Figure 5-5 shows the Award Shipments queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Outbound Management** to expand the tree, then click the *Award Shipments* link to access the Award Shipments page.
- Click the *Award* link to assign the shipment to a (TSP) (Section 5.2.1).
- Click the *Award VM* link to assign a Volume Move shipment to a TSP (Section 5.2.1).
- Click the *Offer ShortFuse* link to offer a shipment to all TSPs (Section 5.2.2).

5.2.1 How to award a shipment to a TSP

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

Once a shipment is routed (Section 5.1.1), it appears in the Award Shipments queue with a status of “Transportation Service Provider (TSP) Selection.” Awarding a shipment involves assigning the shipment to a TSP.

To award a shipment, click the *Award* link (Figure 5-5, item B) or the *Award VM* link (Figure 5-5, item C) from the Award Shipments queue. DPS displays the Award Shipment page.

The Award Shipment page displays two options for awarding a shipment to a TSP (Figure 5-6). The Select Next TSP option awards the shipment to the TSP with the highest Best Value Score as calculated by DPS (refer to the Best Value Scoring [BVS] User Guide – Government Edition for more information). The second option, Select Alternate TSP, allows the user to choose the TSP that receives the award.

Customer Name:	Wiggin, Andrew	Select Next TSP
Orders Number:	TrainingShipment	Next TSP To Receive Shipment AAA SYSTEMS, INC. (AAAS)
Requested Earliest Pack Date:	2011-06-01	<input type="button" value="Award Shipment To TSP"/>
Requested Pickup Date:	2011-06-01	Select Alternate TSP
Requested Latest Pickup Date:		Available TSPs (SUVL) SUDDATH VAN LINES, INC.
Requested Delivery Date:	2011-07-29	Alternate Selection Reason Preferred Transportation Service Provider
Transit Time:	11	<input type="button" value="Award To Alternate TSP"/>
RDD:	2011-07-29	Warning: Member has a TSP preference!
Estimated Weight:	3010	<input type="button" value="Back"/>
Shipment Market:	dHHG	
Shipment Type:	HHG	
Channel:	US25 To REGION 13 (Florida)	
Code Of Service (COS):	D	
Preferred TSP SCAC2:	SUVL	

Figure 5-6. Award Shipment Page

If the service member specified a preferred or non-preferred TSP during Counseling, DPS displays “Warning: Member has a TSP preference!” above the [Back](#) button. If the service member has a TSP preference, the preference appears in the details area.

Note: A Customer’s preference is informational only. If the Customer’s preferred TSP is not in the current quartile, the TSP will not appear in the Available TSPs drop-down.

To select the next TSP, click the [Award Shipment To TSP](#) button.

To select an **alternate** TSP, make selections from the Available TSPs and Alternate Selection Reason drop-downs, and then click the [Award To Alternate TSP](#) button.

In either case, DPS displays a confirmation page. Click the [Save and Continue](#) button to complete the transaction. The shipment remains in the Award Shipments queue with a status of “Awarded to TSP” until the TSP takes action on the shipment. The shipment process cannot continue until the TSP either accepts or refuses the shipment.

Once the TSP accepts the shipment, it appears in the Premove Surveys queue (Section 5.3) with a status of “Offer Accepted and Presurvey Pending.” If the TSP refuses the shipment, the shipment’s status changes to “Offer Rejected” and DPS displays the *Award* link again. If the TSP fails to respond within one business day, the shipment’s status changes to “Offer Timeout,” and DPS displays the *Award* link again.

Note: If a standard shipment converts to a status of “Offer Timeout” and the shipment pickup is within the Short-Fuse window, the shipment is eligible as a Short-Fuse Offer. See Section 5.2.2 for more information on Short-Fuse Offers.

5.2.2 How to offer a Short-Fuse shipment to all TSPs

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

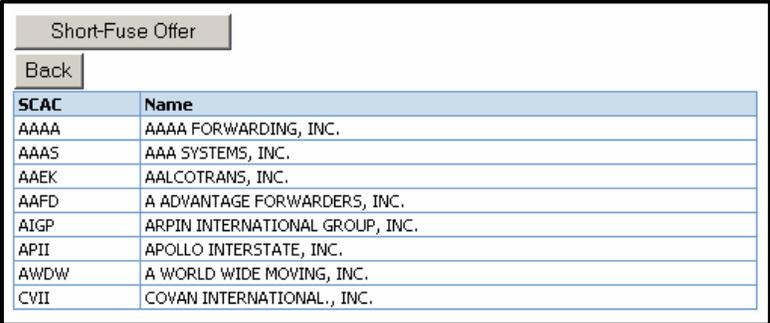
DPS will process a shipment as a Short-Fuse shipment if the pick-up date falls within the number of business days used to classify a shipment as short-fuse in effect at the time. The initial value for the

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 between 1 and 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.

To offer a Short-Fuse shipment, click the *Offer ShortFuse* link from the Award Shipments queue (Figure 5-5, item D). DPS displays the Short-Fuse Shipment Offer page.

The Short-Fuse Shipment Offer page displays a table listing all TSPs that service the current shipment's channel and code of service (Figure 5-7).



Short-Fuse Offer	
Back	
SCAC	Name
AAAA	AAAA FORWARDING, INC.
AAAS	AAA SYSTEMS, INC.
AAEK	AALCOTRANS, INC.
AAFD	A ADVANTAGE FORWARDERS, INC.
AIGP	ARPIN INTERNATIONAL GROUP, INC.
APII	APOLLO INTERSTATE, INC.
AWDW	A WORLD WIDE MOVING, INC.
CVII	COVAN INTERNATIONAL, INC.

Figure 5-7. Short-Fuse Shipment Offer Page

Click the **Short-Fuse Offer** button to offer the shipment to all of the TSPs listed in the table. Click the **Save and Continue** button on the confirmation page to complete the action. DPS sends an email notification to all of the TSPs in the list. DPS awards the shipment to the first TSP to respond to the offer.

Note: DPS may take several minutes to process the transaction. Do not click the **Save and Continue** button more than once.

If any of the TSPs in the list have a missing or invalid email address, DPS displays the Short-Fuse Shipment Offer – Invalid Email Addresses page. This page displays the Standard Carrier Alpha Code (SCAC), Name, and Invalid Email Address for any TSPs offered the Short-Fuse shipment that have a missing or invalid email address.

The shipment remains in the Award Shipments queue with a status of “Offered to all tsps” until a TSP accepts the shipment at which point the shipment appears in the Preremove Surveys queue with a status of “Offer Accepted and Presurvey Pending.”

If no TSP responds to the offer within one business day, the status changes to “Offer Timeout” and DPS again displays the *Offer ShortFuse* link.

5.2.3 One-Time-Only (OTO/MOTO/BOTO) Shipments

One-time-only (OTO) shipments are currently processed in the TOPS application. Users should monitor the www.move.mil site for information about any new DPS functions associated with OTO, Mobile Home one-time-only (MOTO) or Boat one-time-only (BOTO) shipments.

5.3 THE PREMOVE SURVEYS QUEUE

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

Home | 2DMSL | DPS Analytics | Customer Surveys | Rates | Forms | Counseling | Shipment Mgmt | DPS User Satisfaction | Consignment Guide | Train | HELP

Show: Shipment Mgmt | Thursday, January 26, 2012 4:26:29 PM | Reports | Queries: | HELP

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	Planned Pickup Date	R	D	D
Offer Accepted and Presurvey Pending	Enter Presurvey		View/Edit	BGAC0000202	Wiggin, Andrew	XXX-XX-7891	TrainingShipment	2011-05-23	2011-05-23			2	2	
Presurvey Done	Update Presurvey	Enter Preapprovals	View/Edit	BGAC0000192	Smith, John	XXX-XX-9999	TRNG-12345	2010-11-15	2010-11-15	2011-06-01	2011-06-01	2	0	

Rows Per Page: 10 Rows Per Page

Navigation: [Previous] [First] [Last] [Next] [End]

2 Shipments found, displaying 2 shipments, from 1 to 2. Page 1 / 1

Unclassified/FOUO-Privacy Act Applies

Figure 5-8. Premove Surveys Queue (PPSO Outbound User)

Figure 5-8 shows the Premove Surveys queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Outbound Management** to expand the tree, then click the *Premove Surveys Pending* link to access the Premove Surveys page.
- Click the *Enter Presurvey* link to enter planned move dates and estimated weights (Section 5.3.1).
- Click the *Update Presurvey* link to modify planned move dates and estimated weights (Section 5.3.1).
- Click the *Enter Preapprovals* link to enter additional TSP services (Section 5.3.2).

5.3.1 How to enter or update a Premove Survey

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Quality Assurance

Typically, TSP users enter the Premove Survey; however, DPS provides PPSO users the means to do so if necessary. Together, the TSP and the Customer agree upon the dates that the TSP will pack, pickup, and deliver the shipment. These dates, along with the TSP's estimate of the shipment weight, are entered into the Premove Survey.

To enter a Premove Survey, click the *Enter Presurvey* link from the Premove Surveys queue (Figure 5-8, items B and C). To modify a previously submitted Premove Survey, click the *Update Presurvey* link. DPS displays the Shipment Premove Survey page.

The Shipment Premove Survey page displays date, method, and weight fields. DPS prepopulates some of the fields based on information entered during Counseling (Figure 5-9).

Enter Premove Survey Information	
Planned/Agreed Packing Begin Date (yyyy-mm-dd):	2011-05-23
Planned/Agreed Pickup Date (yyyy-mm-dd):	2011-05-23
Planned/Agreed Latest Pickup Date (yyyy-mm-dd):	
Customer Planned Destination Arrival Date (yyyy-mm-dd):	
Customer Housing Availability Date (yyyy-mm-dd):	
Planned/Agreed Delivery Date (yyyy-mm-dd):	2011-07-29
Earliest Delivery Date (yyyy-mm-dd):	
Latest Delivery Date (yyyy-mm-dd):	
Required Delivery Date (yyyy-mm-dd):	2011-07-29
Premove Survey Method:	In Person (I)
Estimated Weight:	0
Submit Presurvey Items	

Figure 5-9. Premove Survey

Complete the fields and then click the [Submit Presurvey Items](#) button. Click the [Save and Continue](#) button on the confirmation page to complete the action. DPS displays the Shipment Presurvey Completed page (Figure 5-10).

Shipment Presurvey Completed	
Customer Name:	Doe, John
BL Number:	AGFM0000072
Enter Additional Preapproval Items Print BL/GBL	

Figure 5-10. Shipment Presurvey Completed Page

In addition to shipment and presurvey details, the Shipment Presurvey Completed page displays two links. Click the *Enter Additional Preapproval Items* link to add preapprovals to the shipment (covered in Section 5.3.2).

Click the *Print BL/GBL* link to print the Bill of Lading (BL)/Government Bill of Lading (GBL).

Note: PPSO users should allow the TSP to print the original BL/GBL.

The shipment remains in the Premove Surveys queue and appears in the Outbound Shipments queue (Section 5.5) with a status of “Presurvey Done.”

5.3.2 How to enter preapprovals from the Premove Surveys queue

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Quality Assurance

Preapprovals are additional services the TSP may provide to the customer that could incur additional costs and therefore require PPSO approval. Typically, TSP users enter preapprovals; however, DPS provides PPSO users the means to do so if necessary. The *Enter Preapprovals* link appears for shipments in the Premove Surveys queue with a status of “Presurvey Done” (Figure 5-8, item D).

Click the *Enter Preapprovals* link to view the Preapprovals for Shipments page. See Section 4.4 for details on managing preapprovals.

5.4 THE PREAPPROVALS PENDING QUEUE

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 pending preapproval items awaiting PPSO approval.

Priority	View/Pre-vals	View/Edit Shipments	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 Shipments	2012-01-09	2012-01-09 08:45 CST	AGFM0000634	Boat, Billy	120A 120E 130B 130C 130D	CHELMSFORD MA US	01824	MIAMI FL US	33101
	View/Edit Preapprovals	View/Edit Shipments	2012-01-12	2012-01-07 14:20 CST	AGFM0000631	Boat, Billy	120E 130B 35A	CHELMSFORD MA US	01824	MIAMI FL US	33101
	View/Edit Preapprovals	View/Edit Shipments	2012-02-07	2012-01-31 10:18 CST	AGFM0000657	Customer, Polly	504A 508A 508B	CHELMSFORD MA US	01824	LONDON UK	

Rows Per Page: 10 Rows Per Page

46 Shipments found, displaying 3 shipments, from 44 to 46. Page 5 / 5

Figure 5-11. Preapprovals Pending Queue (PPSO Outbound User)

Figure 5-11 shows the Preapprovals Pending queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Outbound Management** to expand the tree, then click the *Preapprovals Pending* link to access the Preapprovals Pending page.
- If the current date is within three business days of the First Pack Date, then a flag icon is displayed in the Priority field, indicating that the request is time-sensitive.
- Click the *View/Edit Preapprovals* link to enter or modify shipment preapprovals (Section 4.4).

The Preapprovals Pending queue displays shipments with completed pre-move surveys and at least one pending preapproval item. Click the *View/Edit Preapprovals* link to enter or modify shipment preapprovals as described in Section 4.4.

5.5 THE OUTBOUND SHIPMENTS QUEUE

The screenshot shows the 'Outbound Shipments' page in the Defense Personal Property System (DPS). The page includes a navigation menu on the left, a search filter at the top, and a table of shipments. The table has the following data:

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	Channel	Code Of Service
Presurvey Done	Enter Pickup (B)		View/Edit	FDNT0000001	Wiggin, Andrew	XXX-XX-7891	TRNG-FDNT	2011-07-01		2011-07-29	HHG	US42 To REGION 10	D
Intransit	Place Into SIT (C)		View/Edit	FDNT0000002	Pond, Amy	XXX-XX-4345	TRNG-1234	2011-07-01	2011-05-26	2011-07-29	HHG	US42 To REGION 10	D
In Storage-in-Transit (SIT) at Origin	Manage SIT (D)		View/Edit	FDNT0000003	Jones, Dynamite	XXX-XX-0011	TRNG-abcd	2011-07-01	2011-05-26	2011-07-29	HHG	US42 To REGION 10	D

Figure 5-12. Outbound Shipments Queue (PPSO Outbound User)

Figure 5-12 shows the Outbound Shipments queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Outbound Management** to expand the tree, then click the *Outbound Shipments* link to access the view the Outbound Shipments page.
- Click the *Enter Pickup* link to enter actual pack/pick up dates and actual weights (Section 5.5.1).
- Click the *Place Into SIT* link to place the shipment into Storage in Transit (SIT) at origin (Section 5.5.2).
- Click the *Manage SIT* link to extend, convert, or release SIT coverage (Section 5.5.3).

5.5.1 How to enter pickup information

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

Typically, TSP users enter Pickup information; however, DPS provides PPSO users the means to do so if necessary. Pickup information consists of actual pack and pickup dates as well as actual weight measurements.

Shipments with completed premove surveys appear in the Outbound Shipments queue with a status of “Presurvey Done.” Click the *Enter Pickup* link from the Outbound Shipments queue (Figure 5-12, item B) to enter Pickup information. DPS displays the Shipment Pickup page.

The Shipment Pickup page displays two fields: Actual Gross Weight (the combined weight of the truck and the shipment) and Actual Tare Weight (the weight of the truck only) (Figure 5-13).

Actual Gross Weight:	<input type="text" value="33000"/>
Actual Tare Weight:	<input type="text" value="30000"/>
<input type="button" value="Submit Weights"/>	

Figure 5-13. Actual Weights

Enter values for Actual Gross Weight and Actual Tare Weight and then click the button. The page refreshes and DPS calculates the Actual Net Weight (Actual Gross Weight minus Actual Tare Weight) and displays additional fields (Figure 5-14).

Actual Gross Weight:	33000
Actual Tare Weight:	30000
Actual Net Weight:	3000
Actual Pack Date (yyyy-mm-dd):	<input type="text" value="2011-05-26"/> <input type="button" value="Calendar"/>
Actual Pickup Date (yyyy-mm-dd):	<input type="text" value="2011-05-26"/> <input type="button" value="Calendar"/>
Pro Gear Weight:	<input type="text" value="10"/>
Spouse's Pro Gear Weight:	<input type="text" value="10"/>
Number Of Containers:	<input type="text" value="2"/>
Total Container Cube:	<input type="text" value="1500"/>
<input type="button" value="Submit Pickup Info"/>	

Figure 5-14. Actual Dates

Enter values for the following fields, and then click the button:

- **Actual Pack Date** – The date that the TSP packed the shipment.
- **Actual Pickup Date** – The date that the TSP picked up the shipment.
- **Pro Gear Weight** – The DoD Customer’s Professional Books, Papers, and Equipment (PBP&E) weight.
- **Spouse’s Pro Gear Weight** – The PBP&E weight of the DoD Customer’s spouse.
- **Number Of Containers** – The number of containers into which the TSP loaded the shipment.
- **Total Container Cube** – The total volume (in cubic feet) of the container(s) into which the TSP loaded the shipment. This is calculated by multiplying the length by the width by the height of the container(s).

If the value displayed in the Number Of Containers field is one or more, DPS displays the Shipment Container Information page (Figure 5-15). Otherwise, DPS displays a confirmation page.

Enter the container seal numbers below.	
Container Number	Container Seal Number:
1	<input type="text" value="CTR-001"/>
2	<input type="text" value="CTR-002"/>

Figure 5-15. Container Seal Numbers

The Shipment Container Information page provides Container Seal Number fields for the number of containers specified on the previous page. Complete the fields on this page, and then click the **Submit Container Info** button to continue.

DPS displays a confirmation page. Click the **Save and Continue** button on the confirmation page to complete the action. The shipment's status changes to "Intransit" and remains in the Outbound Shipments queue in addition to appearing in the Inbound Shipments queue for the destination GBLOC.

5.5.2 How to place a shipment into Origin SIT

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

Typically, TSP users request Storage in Transit (SIT) coverage that the PPSO approves or denies (Section 8.2); however, DPS provides PPSO users with the ability to place "Intransit" shipments into Origin SIT from the Outbound Shipments queue.

To place a shipment into Origin SIT, click the *Place Into SIT* link from the Outbound Shipments queue (Figure 5-12, item C). DPS displays the Place Shipment Into SIT page (Figure 5-16).

SIT Data:	
*SIT Entry Date (yyyy-mm-dd):	<input type="text" value="2012-01-23"/>
*SIT Days Authorized:	<input type="text" value="90"/>
SIT Days Used:	0
SIT Days Remaining:	90
*Weight In SIT:	<input type="text" value="10000"/>
Counselor SIT Remarks:	<input type="text" value="SIT authorized."/>
SIT Remarks:	<input type="text" value="Placing into SIT."/>
1983 characters left	
SIT Facility Data:	
Please select a SIT Facility	
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Select"/>	

Figure 5-16. SIT Data

Complete the SIT Entry Date field and modify the SIT Days Authorized and Weight In SIT fields (if necessary). The Counselor SIT Remarks field shows comments entered by the Counselor, if any. Enter your own comments in the SIT Remarks field, if necessary.

Click the *Select* link to display the Select SIT Warehouse Facility pop-up (Figure 5-17). Choose a facility from the menu, and then click the **Select** button.

Figure 5-17. Select SIT Warehouse Facility

The page refreshes and displays the selected warehouse facility’s details (Figure 5-18).

SIT Facility Data:		Select
Name:	ABBEY RELOCATION	
Street Address:	1537 S PHILADELPHIA BOULEVARD	
City:	ABERDEEN	
State:	MARYLAND	
Zip/APO Code:	21001	
Country Code:	US	
Contractor Rep. Contacted:	Yes	

Figure 5-18. SIT Facility Data

Verify the SIT facility’s details and indicate “Yes” or “No” in the Contractor Rep. Contacted field. Click the **Submit** button to continue. On the confirmation page, click the **Save and Continue** button to complete the action.

The shipment remains in the Outbound Shipments queue with a status of “In Storage-in-Transit (SIT) at Origin.”

5.5.3 How to manage SIT coverage from the Outbound Shipments queue

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

Typically, DoD Customers request to extend, convert, or release Storage in Transit (SIT) coverage which the PPSO approves or denies (Section 8.1 and Section 8.2); however, DPS provides PPSO users with the ability to manage “In Storage-in-Transit (SIT) at Origin” shipments from the Outbound Shipments queue.

To extend, convert, or release shipments in Origin SIT, click the *Manage SIT* link from the Outbound Shipments queue (Figure 5-12, item D). DPS displays the Manage Shipment SIT page (Figure 5-19).

SIT Data:	
SIT Type:	Origin
SIT Control Number:	112620007
SIT Contractor:	ACCREDITED RELOCATIONS
SIT Date In:	2011-09-19
Authorized Days:	130
Number of Days Used:	128
Number of Days Remaining:	2
SIT Expiration Date:	2012-01-27
Weight In:	490
Weight Out:	0
Action:	Select Action Below <input type="button" value="v"/>
<input type="button" value="Back"/>	

Figure 5-19. Manage Shipment SIT

Refer to Section 7 for instructions on extending, converting, and releasing SIT from the Manage Shipment SIT page.

5.6 THE OUTBOUND SIT QUEUE

The Outbound SIT queue provides PPSO users the means to manage origin SIT. To access the Outbound SIT queue, click the *SIT@Origin* link under the Outbound Management heading in the navigation tree (Figure 5-11). Refer to Section 7.1 for details on managing origin SIT.

6 INBOUND MANAGEMENT

Inbound management refers to tasks that users perform on shipments at the shipment's destination. PPSO users have the ability to perform certain tasks that are usually reserved for TSP users. These tasks are noted in the relevant subsections.

6.1 THE INBOUND SHIPMENTS QUEUE

The screenshot displays the 'Inbound Shipments' page in the Defense Personal Property System (DPS). The page includes a navigation menu on the left, a search filter box, and a table of shipment splits. Red circles A through F highlight key UI elements:

- A:** Click the plus sign [+] next to **Inbound Management** to expand the tree, then click the *Inbound Shipments* link to access the Inbound Shipments page.
- B:** Click the *Enter Arrival* link to indicate the shipment is nearing its destination (Section 6.1.1).
- C:** Click the *Enter Delivery* link to schedule or enter a delivery date (Section 6.1.2).
- D:** Click the *Place Into SIT* link to place the shipment into Storage in Transit (SIT) at destination (Section 5.5.2).
- E:** Click the *Deliver Split* link to deliver a portion of the shipment (Section 6.1.2).
- F:** Click the *Place Split Into SIT* link to place a portion of the shipment into SIT at destination (Section 5.5.2).

Status	Shipment Arrival	Delivery	Destination SIT	Splits	View/Edit Shipment	Customer Name	Cust SSN
Intransit	Enter Arrival B			Split Number Split Status Arrival Time Split Net Weight Number Of Shipping Containers Deliver Split	AGFM0000190	Pond, Amy	XXX-X 4345
Arrived	2011-05-27 00:00:00	Enter Delivery C	Place Into SIT D	Split Number Split Status Arrival Time Split Net Weight Number Of Shipping Containers Deliver Split	AGFM0000189	Wiggin, Andrew	XXX-X 7891
In Storage-in-Transit (SIT) at Destination	2011-05-27 00:00:00			Split Number Split Status Arrival Time Split Net Weight Number Of Shipping Containers Deliver Split	AGFM0000191	Jones, Dynamite	XXX-X 0011
				1 destination sit 2011-05-27 00:00:00 1000 0 Deliver Split			
				2 arrived 2011-05-27 00:00:00 1000 0 Deliver Split Place Split Into SIT F			

Figure 6-1. Inbound Shipments Queue (PPSO Inbound User)

Figure 6-1 shows the Inbound Shipments queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Inbound Management** to expand the tree, then click the *Inbound Shipments* link to access the Inbound Shipments page.
- Click the *Enter Arrival* link to indicate the shipment is nearing its destination (Section 6.1.1).
- Click the *Enter Delivery* link to schedule or enter a delivery date (Section 6.1.2).
- Click the *Place Into SIT* link to place the shipment into Storage in Transit (SIT) at destination (Section 5.5.2).
- Click the *Deliver Split* link to deliver a portion of the shipment (Section 6.1.2).
- Click the *Place Split Into SIT* link to place a portion of the shipment into SIT at destination (Section 5.5.2).

6.1.1 How to arrive a shipment

Relevant Users: PPSO Inbound

Typically, TSP users enter Arrival information; however, DPS provides PPSO users the means to do so if necessary. Arriving a shipment indicates that the shipment has reached its destination, is waiting to be delivered to the Customer, or placed into Storage in Transit (SIT) at destination.

Shipments with a status of “Intransit” appear in the Inbound Shipments queue for the destination GBLOC. Click the *Enter Arrival* link from the Inbound Shipments queue (Figure 6-1, item B) to enter Arrival information. DPS displays the Arrival Type page.

The Arrival Type page displays two links: *Whole Shipment Arrival* and *Split Shipment Arrival* (Figure 6-2).

Figure 6-2. Arrival Type Page

6.1.1.1 How to enter a Whole Shipment Arrival

Enter a Whole Shipment Arrival if the entire shipment arrives at its destination at one time. To do so, click the *Whole Shipment Arrival* link from the Arrival Type page (Figure 6-2). DPS displays the Shipment Arrival page (Figure 6-3).

Figure 6-3. Whole Shipment Arrival

Enter a TSP First Available Delivery Date. The Gross Weight and Net Weight fields can be modified from this page, but an error message will be displayed. Another way to modify these values is to navigate to the Edit Weights block on the View/Edit Shipment page (discussed in Section 4.3). Click the **Enter Arrival** button to continue. The shipment remains in the Inbound Shipments queue with a status of “Arrived.”

6.1.2 Delivering shipments

Relevant Users: PPSO Inbound

Typically, TSP users enter Delivery information; however, DPS provides PPSO users the means to do so if necessary. Delivering a shipment indicates that the TSP has delivered the shipment to the Customer.

Shipments in the Inbound Shipments queue with a status of “Arrived” or “In Storage-in-Transit (SIT) at Destination” (Figure 6-1, item C) may be delivered. Additionally, split portions with a status of “arrived” or “destination sit” (Figure 6-1, item E) may also be delivered.

Click the *Enter Delivery* link (Figure 6-1, item C) to deliver a shipment. DPS displays the Shipment Delivery page.

The Shipment Delivery page displays a list of links (Figure 6-6). Note that the *Deliver Partial and SIT Placement* link will not appear for a shipment with a status of “In Storage-in-Transit (SIT) at Destination,” as it is already in SIT.

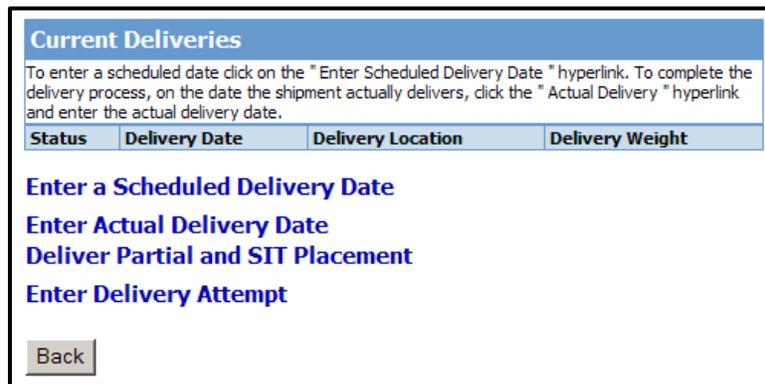


Figure 6-6. Deliver Whole Shipment

6.1.2.1 How to create, modify, or cancel a scheduled delivery date

To create, modify, or cancel a delivery date, click the *Enter a Scheduled Delivery Date* link from the Shipment Delivery page (Figure 6-6). DPS displays the Schedule Shipment Delivery page.

Complete or modify the Schedule Delivery Date field and then click the **Schedule Delivery** button on the Schedule Shipment Delivery page. DPS records the scheduled delivery date and displays the Inbound Shipments queue.

Click the **Cancel Scheduled Delivery** button to cancel a previously entered scheduled delivery. Note that DPS only displays this button if a scheduled delivery date was previously entered.

Note: A scheduled delivery date is informational only. Nothing happens automatically on that date. TSPs/PPSOs manually enter the actual delivery date (Section 6.1.2.2). The DoD customer can only view and cancel a scheduled delivery date. To change an existing scheduled delivery date, they must submit a delivery request after cancelling a scheduled delivery date.

6.1.2.2 How to enter an actual delivery date

To record the date that the TSP delivered the shipment, click the *Enter Actual Delivery Date* link from the Shipment Delivery page (Figure 6-6). DPS displays the Shipment Delivery page (Figure 6-7).

Delivery Date (yyyy-mm-dd):	2011-05-30
Delivered Weight:	2000
Primary Delivery Location:	
<input checked="" type="checkbox"/> Street	123 Galifret Road
City	MEMPHIS
State	TN
County	SHELBY
Zip	38106
Country	US
Enter Delivery	

Figure 6-7. Enter Actual Delivery Date

Complete the Delivery Date and Delivered Weight fields, and mark the Primary Delivery Location check box to confirm the delivery address.

Note: PPSO users can change the Primary Delivery Location from the View/Edit Shipments page. For more information, see Appendix C.

Click the **Enter Delivery** button to continue. DPS displays a confirmation page. The shipment's status changes to "Delivered Complete" and drops from the Inbound Shipments queue.

6.1.2.3 How to deliver part of a shipment and place the remainder in SIT

To deliver part of a shipment and place the remainder into SIT at destination, click the *Deliver Partial and SIT Placement* link (Figure 6-6). Note that this link only appears for shipments Arrived as a whole. DPS displays the Shipment Partial Delivery page.

The top half of the Shipment Partial Delivery page displays Delivery Information fields (Figure 6-8).

Delivery Information:	
Delivery Date (yyyy-mm-dd):	2011-05-30
Delivered Net Weight:	1000
Inventory Items Delivered (Space Separated List Of Item Numbers):	ABC001 ABC005 ABC006 ABC012
Primary Delivery Location:	
<input checked="" type="checkbox"/> Street	123 Galifret Road
City	MEMPHIS
State	TN
County	SHELBY
Zip	38106
Country	US

Figure 6-8. Shipment Partial Delivery (Delivery Information)

Complete the Delivery Date and Delivered Net Weight fields. In the Inventory Items Delivered field, enter the inventory numbers of the delivered items (separated by spaces). Mark the Primary Delivery Location check box to confirm the delivery address.

Note: The Primary Delivery Location can be changed from the View/Edit Shipments page. For more information, see Appendix C.

The lower half of the Shipment Partial Delivery page displays SIT information fields (Figure 6-9).

Remaining Partial Into SIT	
*SIT Entry Date (yyyy-mm-dd):	2012-01-25
*SIT Days Authorized:	90
SIT Days Used:	90
SIT Days Remaining:	0
*Weight In SIT:	12000
Counselor SIT Remarks:	SIT authorized.
SIT Remarks:	Placing remaining into SIT.

1973 characters left

SIT Facility Data: [Select](#)

Please select a SIT Facility

Figure 6-9. Shipment Partial Delivery (SIT Information)

The fields marked with an asterisk (*) are mandatory fields. Complete the SIT Entry Date field and modify the SIT Days Authorized and Weight In SIT fields (if necessary). The Counselor SIT Remarks field shows comments entered by the Counselor, if any. Enter your own comments in the SIT Remarks field, if necessary.

Click the *Select* link to display the Select SIT Warehouse Facility pop-up (Figure 6-10). Choose a facility from the menu, and then click the Select button.

Select SIT Warehouse Facility

Facility: ABBEY RELOCATION(1537 S PHILADELPHIA BOULEVARD)

Figure 6-10. Select SIT Warehouse Facility

The page refreshes and displays the selected warehouse facility's details (Figure 6-11).

SIT Facility Data:		Select
Name:	ABBAY RELOCATION	
Street Address:	1537 S PHILADELPHIA BOULEVARD	
City:	ABERDEEN	
State:	MARYLAND	
Zip/APO Code:	21001	
Country Code:	US	
Contractor Rep. Contacted:	Yes ▾	
Submit		Back

Figure 6-11. SIT Facility Data

Verify the SIT facility's details and indicate "Yes" or "No" in the Contractor Rep. Contacted field. Click the **Submit** button to continue. DPS displays a confirmation page. Click the **Continue** button to return to the Inbound Shipments queue.

The shipment remains in the Inbound Shipments queue with a status of "In Storage-in-Transit (SIT) at Destination." DPS also adds an entry to the Delivery Information section of the View/Edit Shipment Information page (See Section 4.3 for more information).

6.1.2.4 How to enter a delivery attempt

To record an attempted delivery, click the *Enter Delivery Attempt* link from the Shipment Delivery page (Figure 6-6). DPS displays the Delivery Attempt page.

The Delivery Attempt page displays the shipment's details. Complete the Attempted Delivery Date and Delivery Time fields, and click the **Enter Delivery Attempt** button. DPS records the delivery attempt and displays the Inbound Shipment queue.

Additionally, DPS automatically adds an attempted delivery preapproval to the shipment. PPSO users can approve or deny the preapproval from the Shipment Preapprovals queue (Section 5.4). DPS adds an entry with a status of "attempted" on the customer's Shipment Delivery page under Current Deliveries.

6.2 THE PPM CLOSEOUT SHIPMENTS QUEUE

The screenshot displays the Defense Personal Property System (DPS) interface. The main content area is titled "PPM Closeout Shipments" and contains a table with the following data:

PPM Closeout	View/Edit Shipment	Customer Name	Customer SSN	Orders Number	Counseling Date	Requested Pickup Date	Shipment Type	Channel
PPM Closeout	View/Edit	Pond, Amy	XXX-XX-4345	TRNG-1234	2011-05-31	2011-05-31	PPM	US25 To REGION 9 (Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)
PPM Closeout	View/Edit	Jones, Dynamite	XXX-XX-0011	TRNG-abcd	2011-05-31	2011-05-31	PPM	US25 To REGION 9 (Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)
PPM Closeout	View/Edit	egin, brew	XXX-XX-7891	TRNG-5476	2011-05-31	2011-05-31	PPM	US25 To REGION 9 (Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)

Below the table, there is a "Rows Per Page" dropdown set to "10 Rows Per Page" and a pagination control showing "15 Shipments found, displaying 5 shipments, from 11 to 15. Page 2 / 2".

Figure 6-12. PPM Closeout Shipments Queue (PPSO Inbound User)

Error! Reference source not found. shows the PPM Closeout Shipments queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Inbound Management** to expand the tree, then click the *PPM Closeouts* link to access the PPM Closeout Shipments page.
- Click the *PPM Closeout* link to close out a Personally Procured Move (PPM) (Section 6.2.1).
- Click the *View/Edit* link to update the PPM Check Mailing Address (Section 6.2.5).

PPM (formerly Do-It-Yourself or DITY moves) are moves where the DoD Customer arranges transport of their household goods outside of DPS and then is reimbursed by the Government. The Customer creates a record of the PPM in DPS so that the Government can calculate reimbursement costs.

Once the DoD Customer arrives at their destination, they notify the appropriate point of contact for their branch of service who then closes out the PPM. Customers can locate their point of contact by referring to the PPM's Instructions page in the Counseling module. The subsections that follow describe how to close out the three types of PPMs: Incentive Based PPM, Actual Cost Reimbursement Not to Exceed Government Constructive Cost PPMs, and Actual Cost Reimbursement No Government Transportation Available PPMs.

Note that only shipments with a destination that matches the PPSO Inbound user's GBLOC appear in the PPM Closeout Shipments queue, however PPSO Inbound users may closeout any PPM from the View/Edit Shipment Information page, regardless of GBLOC, by searching for the shipment directly. For more information on searching for shipments, see Section 11.1. For more information on the View/Edit Shipment Information page, see Appendix C.

6.2.1 How to close out an Incentive Based PPM

Relevant Users: PPSO Inbound

Click the *PPM Closeout* link from the PPM Closeout Shipments queue (**Error! Reference source not found.**, item B). If the shipment is an Incentive Based PPM, DPS displays the PPM Shipment Closeout – Incentive Based page (**Error! Reference source not found.**).

Actual Pickup Date (yyyy-mm-dd):	2011-05-20
Actual Gross Weight:	20000
Actual Tare Weight:	19000
Advanced Operating Allowance Received:	351.43
<input type="button" value="Submit"/>	

Figure 6-13. PPM Closeout – Incentive Based

Complete the Actual Pickup Date, Actual Gross Weight (the weight of the truck plus all household goods), Actual Tare Weight (weight of the empty truck), and Advanced Operating Allowance Received (in dollars) fields, and then click the button.

DPS displays a summary of the PPM. Click the button (not shown) to finalize the closeout. The page refreshes and displays a link to generate the DD Form 2278 (Figure 6-14).

PPM Shipment Closeout - Incentive Based		
Customer Name:	Pond, Amy	The PPM Shipment has been closed out. Click on the link to left to print the DD Form 2278 or click the Back button to return to the PPM Closeout queue.
Orders Number:	TRNG-1234	
Estimated Weight (PPM Shipment):	1000	
Actual Net Weight (PPM Shipment):	1000	
Print DD Form 2278		
Gross Incentive:	\$686.05	
Government Constructive Cost (GCC):	\$722.16	
Advanced Operating Allowance:	\$351.43	
Remaining Reimbursement Owed To Customer :	\$334.62	

Figure 6-14. PPM Closeout – Incentive Based/Print DD Form 2278

Click the *Print DD Form 2278* link to open a Portable Document Format (PDF) copy of the form.

DPS changes the shipment's status to "Delivered Complete" and the shipment drops from the PPM Closeout Shipments queue.

6.2.2 How to close out an Actual Cost Reimbursement PPM

Relevant Users: PPSO Inbound

There are two types of Actual Cost Reimbursement (ACR) PPMs:

- Actual Cost Reimbursement Not To Exceed Government Constructive Cost
- Actual Cost Reimbursement No Government Transportation Available

This document demonstrates closing out an ACR Not To Exceed Government Constructive Cost PPM; however, the process is the same for ACR No Government Transportation Available PPMs.

Click the *PPM Closeout* link from the PPM Closeout Shipments queue (**Error! Reference source not found.**, item B). DPS displays the PPM Shipment Closeout – Actual Cost Reimbursement Not to Exceed GCC page (Figure 6-15).

PPM Shipment Closeout - Actual Cost Reimbursement Not To Exceed GCC

Customer Name:	Jones, Dynamite	Actual Pickup Date (yyyy-mm-dd):	2011-05-31 <input type="text"/>
Orders Number:	TRNG-abcd	Actual Gross Weight:	21000 <input type="text"/>
Estimated Weight (PPM Shipment):	1000	Actual Tare Weight:	20000 <input type="text"/>
		Advanced Operating Allowance Received:	403.24 <input type="text"/>
		Accessorial Cost:	127.50 <input type="text"/>
		Shipment Cost:	701.66 <input type="text"/>

Accessorials:

Code	Name	Category	Location Type	Status	Remarks
130C	Bulky Article: Canoes, Jet Skis, Kayaks, Windsurfers	Accessorial/Packing-Bulky Article	Destination	Pre-Approved	
130C	Bulky Article: Canoes, Jet Skis, Kayaks, Windsurfers	Accessorial/Packing-Bulky Article	Origin	Pre-Approved	

Figure 6-15. PPM Closeout Page – Actual Cost Reimbursement NTE GCC

Complete the fields on the PPM Shipment Closeout page. Enter weights in pounds and costs in dollars.

DPS displays any preapprovals in the Accessorials table at the bottom of the page. Refer to Section 4.4 for information on entering or updating accessorials.

Click the button to continue closing out the PPM. DPS displays a summary page with three buttons at the bottom. Click the button to manage preapprovals (Section 4.4). Click the (not shown) button to modify dates, weights, and costs.

Click the (not shown) to finalize the closeout. The page refreshes and displays a link to generate the DD Form 2278 (Figure 6-16).

PPM Shipment Closeout - Actual Cost Reimbursement Not To Exceed GCC		
Customer Name:	Jones, Dynamite	Note: There is a balance owed to the customer. Please continue with Close-Out process and refer customer to Finance Office when completed.
Orders Number:	TRNG-abcd	
Estimated Weight (PPM Shipment):	1000	
Actual Net Weight (PPM Shipment):	1000	
Print DD Form 2278		
Gross Incentive:	\$0.00	
Government Constructive Cost (GCC):	\$722.16	
Advanced Operating Allowance:	\$403.24	
Accessorial Cost:	\$127.50	
Shipment Cost:	\$701.66	
Remaining Reimbursement Owed To Customer :	\$298.42	

Figure 6-16. PPM Closeout – ACR Not to Exceed GCC/Print DD Form 2278

Click the *Print DD Form 2278* link to open a Portable Document Format (PDF) copy of the form.

DPS changes the shipment's status to "Delivered Complete" and the shipment drops from the PPM Closeout Shipments queue.

6.2.3 Customer Payments

Relevant Users: PPSO Inbound

If the Customer owes a balance to the government, the PPM cannot be closed out until the Customer remits payment to the government. DPS provides customer payment information on the PPM Shipment Closeout page if the customer owes a balance to the government (Figure 6-17).

Customer Payment(s)		
Total Payments :	\$5.75	
Remaining Balance Owed By Customer :	\$10.00	
Voucher Number	Date	Payment Amount
ABC001	May 1, 2011	\$5.75
Enter Payment Information below and then click the Enter Payment button		
Payment/Voucher Date (yyyy-mm-dd):	<input type="text" value="2011-06-02"/>	<input type="button" value=""/>
Payment/Voucher Number:	<input type="text" value="ABC002"/>	
Payment Amount :	<input type="text" value="10.00"/>	
<input type="button" value="Enter Payment/Voucher Info"/>		

Figure 6-17. Customer Payment(s)

The Customer Payment(s) block displays the total amount the Customer has paid on the balance, the remaining balance, and a list of payments.

To add an additional payment, complete the **Payment/Voucher Date**, **Payment/Voucher Number**, and **Payment Amount** fields, and then click the **Enter Payment/Voucher Info** button.

PPSO users cannot close out the PPM until the Remaining Balance Owed By Customer is zero (\$0.00). See Section 6.2.2 for more information on closing out Actual Cost Reimbursement PPMs.

6.2.4 How to manage accessorials when closing out PPMs

Relevant Users: PPSO Inbound

ACR PPMs may include additional services called accessorials. Any preapproved accessorials appear at the bottom of the PPM Shipment Closeout page (Figure 6-15). To modify accessorials, click the [Enter/Update Accessorials](#) button. DPS displays the Accessorial Management page (Figure 6-18).

Accessorial Management

Shipment Information

Customer Name: Jones, Dynamite
SSN/EIN: XXX-XX-0011
Order: TRNG-abcd

Category: ALL	Charged At: ALL	Status: ALL	Filter
---------------	-----------------	-------------	------------------------

Accessorial/Packing-Apppliance Service

Code	Name	Location Type	Status	Action	Remarks
120B	Special Services	Destination	Not Approved	Approve Deny	
120B	Special Services	Origin	Not Approved	Approve Deny	

Accessorial/Packing-Auxiliary Services

Code	Name	Location Type	Status	Action	Remarks
105D	Next Day Debris Removal	Destination	Approved	Deny	Approved for destination.
105D	Next Day Debris Removal	Origin	Not Approved	Approve Deny	
125A	Shuttle Service 25 or less miles	Destination	Not Approved	Approve Deny	
125A	Shuttle Service 25 or less miles	Origin	Denied	Approve	Shuttle service unavailable.
125B	Shuttle Service Over 25 Miles	Destination	Not Approved	Approve Deny	
125B	Shuttle Service Over 25 Miles	Origin	Pre-Approved	Approve Deny	
125C	Shuttle Service 25 or less miles-OT	Destination	Not Approved	Approve Deny	
125C	Shuttle Service 25 or less miles-OT	Origin	Not Approved	Approve Deny	
125D	Shuttle Service Over 25 Miles-OT	Destination	Not Approved	Approve Deny	
125D	Shuttle Service Over 25 Miles-OT	Origin	Not Approved	Approve Deny	

Figure 6-18. Accessorial Management

The Accessorial Management page displays a list of all accessorials grouped by category. To narrow the list, click the [Filter](#) button, make selections from one or more of the drop-downs, and click the [Ok](#) button. To remove a filter select “All” for all three drop-downs.

To approve or deny an accessorial, click the *Approve* or *Deny* link in the Action column of an accessorial. In either case, DPS displays a Remarks window. Enter the reason for the approval or denial into the remarks field and then click the [Ok](#) button. The accessorial’s status changes to “Approved” or “Denied” and displays the remarks in the Remarks column. Accessorials entered at the time of Counseling have a status of “Pre-Approved.”

To return to the PPM Shipment Closeout page without saving the changes, scroll to the bottom of the page and click the [Back](#) button.

To commit the changes and return to the PPM Shipment Closeout page, scroll to the bottom of the page and click the [Save](#) button. DPS reflects the changes in the Accessorials table at the bottom of the PPM Shipment Closeout page.

6.2.5 How to update the PPM Check Mailing Address

Relevant Users: PPSO Inbound

During Counseling, the Customers and Counselors have the option enter a check mailing address in order to receive PPM payments from the government.

To enter or update a check mailing address, access a shipment’s View/Edit Shipment Information page. This can be done throughout the Shipment Management module including by clicking the *View/Edit* link from the PPM Closeout Shipments queue (**Error! Reference source not found.**, item C).

On the View/Edit Shipment Information page, scroll to the Location Information block. If the Customer or Counselor **did not** enter a check mailing address during counseling, click the *Enter Check Mailing Address* button (Figure 6-19).

Location Information:						
Updates to pickup and delivery addresses in Shipment Management will not be reflected in the DoD Customer's profile.						
Enter Check Mailing Address						
Edit	Location	Street	City	State	Zip	Country
	Shipment Authorized Delivery Address	123 Winterfell Road	CHELMSFORD	MA	01824	US
	Shipment Personally-Procured Move (PPM) Requested Origin	55 North Blvd	HERNDON	VA	20170	US
	Shipment Authorized Pickup Address	55 North Blvd	HERNDON	VA	20170	US
	Shipment Personally-Procured Move (PPM) Requested Destination	123 Winterfell Road	CHELMSFORD	MA	01824	US

Figure 6-19. Enter New PPM Check Mailing Address

If the Customer or Counselor **entered** a check mailing address during counseling, click the *Edit Location* link for the “Shipment Personally-Procured Move (PPM) Send Check Address” (Figure 6-20).

Location Information:						
Updates to pickup and delivery addresses in Shipment Management will not be reflected in the DoD Customer's profile.						
Edit	Location	Street	City	State	Zip	Country
Edit Location	Shipment Personally-Procured Move (PPM) Send Check Address	123 Main Street	MEMPHIS	TN	38106	US
	Shipment Personally-Procured Move (PPM) Requested Origin	888 D Street	HERNDON	VA	20170	US
	Shipment Personally-Procured Move (PPM) Requested Destination	123 ABC Street	CHELMSFORD	MA	01824	US
	Shipment Authorized Delivery Address	123 ABC Street	CHELMSFORD	MA	01824	US
	Shipment Authorized Pickup Address	888 D Street	HERNDON	VA	20170	US

Figure 6-20. Edit PPM Check Mailing Address

In either case, DPS displays an address form. Update the address as necessary and click the **Save** button.

6.3 THE PREAPPROVALS PENDING QUEUE

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 pending preapproval items awaiting PPSO approval.

Priority	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	2012-01-26	2012-01-07 14:20 CST	AGFM0000631	Boat, Billy	130A 130B 130C 130E 130F 130G 130H 130I 175A 35A 4B	CHELMSFORD MA US	01824	MIAMI FL US	33101

Rows Per Page:

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

Figure 6-21. Preapprovals Pending Queue (PPSO Inbound User)

Figure 6-21 shows the Preapprovals Pending queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Inbound Management** to expand the tree, then click the *Preapprovals Pending* link to access the Preapprovals Pending page.
- If the current date is within three business days of the First Pack Date, then a flag icon is displayed in the Priority field, indicating that the request is time-sensitive.
- Click the *View/Edit Preapprovals* link to manage preapprovals (Section 4.4).

The Preapprovals Pending queue displays inbound shipments with at least one pending preapproval item. Click the *View/Edit Preapprovals* link to enter or modify shipment preapprovals as described in Section 4.4.

6.4 THE INBOUND SIT QUEUE

The Inbound SIT queue provides PPSO users the means to manage destination SIT. To access the Inbound SIT queue, click the *SIT@Destination* link under the Inbound Management heading in the navigation tree. Refer to Section 7.2 for details on managing destination SIT.

6.5 THE EXCESS COST MANAGEMENT QUEUE

The screenshot displays the 'Excess Cost Management' page in the Defense Personal Property System (DPS). The page includes a navigation menu on the left with categories like 'Inbound Management', 'SIT Management', and 'Administration'. The 'Excess Cost' link under 'Inbound Management' is highlighted with a red circle 'A'. The main content area features a search form with fields for 'GBL:', 'Last Name:', and 'SSN/EIN:', along with 'Filter', 'Clear', and 'Refresh' buttons. Below the search form is a table with columns for 'View/Manage Excess Cost', 'Customer Name', 'Customer SSN', 'Orders Number', 'Orders Type', 'Entitled HHG Weight', 'Total HHG Weight', 'Entitled UB Weight', 'Total UB Weight', and 'Shipments'. The 'Shipments' column is further divided into 'Status', 'View/Edit Shipment', 'BL/GBL', 'Net Weight', and 'Actu Pick Date'. A red circle 'B' highlights the 'Excess Cost' column header. The table contains one row of data for a shipment from Jones, Dynamite. At the bottom, there is a 'Rows Per Page' dropdown set to '10 Rows Per Page' and navigation buttons. The page footer indicates '1 Shipments found, displaying 1 shipments, from 1 to 1. Page 1 / 1'.

View/Manage Excess Cost	Customer Name	Customer SSN	Orders Number	Orders Type	Entitled HHG Weight	Total HHG Weight	Entitled UB Weight	Total UB Weight	Shipments										
Excess Cost	Jones, Dynamite	XXX-XX-0011	TRNG-AB123	Permanent Change of Station	7000	10000	0		<table border="1"> <thead> <tr> <th>Status</th> <th>View/Edit Shipment</th> <th>BL/GBL</th> <th>Net Weight</th> <th>Actu Pick Date</th> </tr> </thead> <tbody> <tr> <td>Intransit</td> <td>View/Edit</td> <td>AGFM0000201</td> <td>10000</td> <td>2011-06-06</td> </tr> </tbody> </table>	Status	View/Edit Shipment	BL/GBL	Net Weight	Actu Pick Date	Intransit	View/Edit	AGFM0000201	10000	2011-06-06
Status	View/Edit Shipment	BL/GBL	Net Weight	Actu Pick Date															
Intransit	View/Edit	AGFM0000201	10000	2011-06-06															

Figure 6-22. Excess Cost Management Queue (PPSO Inbound User)

Figure 6-22 shows the Excess Cost Management queue. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **Inbound Management** to expand the tree, then click the *Excess Cost* link to access the Excess Cost Management page.
- B. Click the *Excess Cost* link to manage Customer payment of excess costs (Section 6.5.1).

View/Manage Excess Cost	Customer Name	Customer SSN	Orders Number	Order Type	Code	TSP Service	Paying Officer Review	Excess Cost Reason	Note
Excess Cost	Jones, Dynamite	XXX-XX-0011	TRNG-AB123	Perma Change Station		AAAA	No		edit

Figure 6-23. Excess Cost Note

To view or update excess cost notes, scroll the queue to the right to reveal the Note column and Click the *edit* link (Figure 6-23). DPS displays the Edit Shipment Notes page. If the shipment was flagged for Paying Officer Review in counseling, the reason for possible excess cost appears in the Paying Officer Excess Cost Notes field in read-only format. View or modify the General Excess Cost Notes field and then click the [Update Excess Cost Notes](#) button to apply the changes and return to the Excess Cost Management queue.

6.5.1 How to manage Customer payment of excess costs

Relevant Users: PPSO Inbound

In some cases, shipments will incur costs above a service member’s entitlement. This is generally due to weight excess.

To manage Customer payment of excess costs, click the *Excess Cost* link from the Excess Cost Management queue (Figure 6-22, item B). DPS displays the Excess Cost for Shipments page.

The Excess Cost for Shipments page provides the three blocks described below.

Current Shipments								
Shipment Status	BL/GBL	Pickup Date	Shipment Type	Channel	Code Of Service	Shipment Weight	Shipment Progear Weight	TSP
Intransit	AGFM0000201	2011-06-06	HHG	US14 To REGION 11 (Alabama, Kentucky, Mississippi, Tennessee)	D	10000	0	AAAA

Figure 6-24. Current Shipments Block

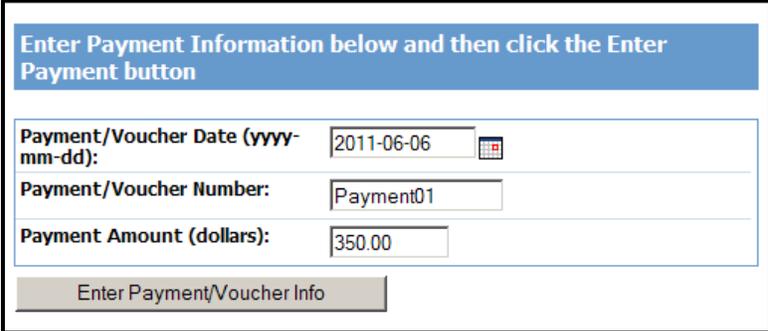
The Current Shipments block (Figure 6-24) lists all shipments on a set of orders that incur excess cost.

Total Payments		
Voucher Number	Date	Payment Amount
Payment01	Jun 6, 2011	\$350.00
Total Excess Cost Owed (in dollars):		\$1,624.98
Total Payments (in dollars):		\$350.00
Total Remaining Balance Owed (in dollars):		\$1,274.98

Figure 6-25. Total Payments Block

The Total Payments block (Figure 6-25) lists each payment made by the customer including the Voucher Number, Date, and Payment Amount for each payment. Additionally, the Payment Block lists the Total

Excess Cost Owed, Total Payments made by the Customer, and Total Remaining Balance Owed by the Customer.



Enter Payment Information below and then click the Enter Payment button	
Payment/Voucher Date (yyyy-mm-dd):	2011-06-06
Payment/Voucher Number:	Payment01
Payment Amount (dollars):	350.00
Enter Payment/Voucher Info	

Figure 6-26. Enter Payment Information Block

The Enter Payment Information block (Figure 6-26) provides fields to enter Customer payments. Complete the Payment/Voucher Date, Payment/Voucher Number, and Payment Amount fields and click the Enter Payment Voucher Info button. DPS deducts the payment from the remaining owed balance and adds the payment record to the table in the Total Payments block (Figure 6-25).

The shipment remains in the Excess Cost Management queue for three months from the date the Customer pays the full excess cost balance.

7 SIT MANAGEMENT

Storage-in-Transit (SIT) refers to shipments that are in storage. Shipments can be placed into SIT at origin or destination, based on customer needs and entitlements.

7.1 THE OUTBOUND SIT QUEUE

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

Home | Site Map | Log Out

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

Show: Shipment Mgmt | Thursday, January 19, 2012 3:21:01 PM | Reports | Queries: | HELP

Outbound SIT

Note that the Excess Flag is set if the customer is not in pay status and excess weight exists

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	TSP	SIT Contractor	Customer Name	SIT Date In	SIT Expiration Date	SIT Conversion Date	SIT Days Authorized	SIT Days Remaining	Excess Flag
Manage SIT	FDNT0000002	AIGP	AAA MOVING & STORAGE	Pond, Amy	2011-10-19	2012-05-31		225	133	

Rows Per Page: 10 Rows Per Page

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

Unclassified//FOUO-Privacy Act Applies

Figure 7-1. Outbound SIT Queue (PPSO Outbound User)

Figure 7-1 shows the Outbound SIT queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Outbound Management** or **SIT Management** to expand the tree, then click the *SIT@Origin* link to access the Outbound SIT page.
- Click the *Manage SIT* link to extend SIT coverage, convert the SIT to the DoD Customer's expense, or release a shipment from storage.

The Outbound SIT queue displays a list of shipments with a status of "In Storage-in-Transit (SIT) at Origin." The subsections that follow provide guidance on managing origin SIT.

After clicking the *Manage SIT* link (Figure 7-1, item B), the Manage Shipment SIT page is displayed (Figure 7-2). This page displays the shipment’s SIT details. At the bottom of the page is the SIT Activity table, which displays the shipment’s SIT history. You can extend, convert, or release SIT from this page. To do so, make a selection from the Action menu, and then complete the fields that are displayed.

Manage Shipment SIT

Customer Name:	Pond, Amy	SIT Data:	
Customer SSN:	XXX-XX-6830	SIT Type:	Origin
Service Branch:	Army	SIT Control Number:	112920001
Order Number:	TRNG-6336	SIT Contractor:	AAA MOVING & STORAGE
Order Type:	Permanent Change of Station	SIT Date In:	2011-10-19
Shipment Type:	dHHG	Authorized Days:	225
BL/GBL Number:	FDNT0000002	Number of Days Used:	92
Channel:	US42 To REGION 9 (Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island)	Number of Days Remaining:	133
		SIT Expiration Date:	2012-05-31
		Weight In:	2500
		Weight Out:	0
		Action:	Select Action Below

Total Containers: 0

Event Date	Event Type	Reason / Comments	# of Days	Net Weight	User ID
Oct 20, 2011	Extension Request	Serious illness of the member Really sick.			843026830
Oct 20, 2011	Extension Approved	Other Other	135		outb0270
Oct 19, 2011	Extension Request	Awaiting completion of residence under construction Need an additional 30 days please.			843026830
Oct 19, 2011	Placed into SIT@Origin	House not ready.	90	2500	outb0270

Figure 7-2. Manage Shipment SIT

7.1.1 How to extend coverage for a shipment in origin SIT

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

From the Outbound SIT page, click the *Manage SIT* link (Figure 7-1, item B). On the Manage Shipment SIT page (Figure 7-2), Action menu, select “Extend SIT.” The fields required to extend SIT coverage are displayed (Figure 7-3).

Action: Extend SIT

* **Extension Days:** 30 or **Date:** 2012-06-30

* **Extension Reason:** Awaiting completion of residence under construction

* **Extension Remarks:** Construction on Service Member's house scheduled for completion on or around 6/30/2012.

1913 characters left

Submit Back

Figure 7-3. Extend SIT

Enter the number of days by which to extend SIT or the new date that SIT coverage is to end. Completing one of the fields will automatically update the other field.

Select an Extension Reason and enter Extension Remarks, and then click the **Submit** button to extend SIT.

7.1.2 How to convert origin SIT coverage to the Customer's expense

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

From the Outbound SIT page, click the *Manage SIT* link (Figure 7-1, item B). On the Manage Shipment SIT page (Figure 7-2), Action menu, select "Convert SIT to Customer Expense." The field required to convert SIT is displayed (Figure 7-4).

Figure 7-4. Convert SIT

Enter Conversion Remarks, and then click the **Submit** button. An email notification is sent to the TSP and the DoD Customer to inform them of the conversion.

7.1.3 How to release a shipment from origin SIT

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

From the Outbound SIT page, click the *Manage SIT* link (Figure 7-1, item B). On the Manage Shipment SIT page (Figure 7-2), Action menu, select "Release SIT." The field required to release SIT is displayed (Figure 7-5).

Figure 7-5. Release SIT

Enter a Release Date, click the **Submit** button, and then click the **Continue** button on the confirmation page. The shipment appears in the Outbound Shipments queue and the Inbound Shipments Queue (for the destination GBLOC) with a status of "Intransit."

Once released from origin SIT, a new Required Delivery Date (RDD) is calculated. If the newly calculated RDD is later than the original RDD, the new RDD is used; otherwise, the original RDD is used.

7.2 THE INBOUND SIT QUEUE

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

Home | Site Map | Log Out

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

Show: Shipment Mgmt Monday, January 23, 2012 4:24:29 PM Reports Queries: HELP

Inbound SIT

Note that the Excess Flag is set if the customer is not in pay status and excess cost exists

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

Delivery Out Of SIT	Manage SIT	BL/GBL	TSP	SIT Contractor	Customer Name	Customer SSN	Total Weight In	SIT Date	SIT Expiration Date	SIT Conversion Date	SIT Days Authorized	SIT Days Remaining
Deliver Out (B)	Manage SIT (C)	AGFM0000651	CVII	ALL AMERICAN VAN LINES, INC	Marines, Jimmy	XXX-XX-9012	2000	2012-01-23	2012-04-22		90	90
		AGFM0000652	CVII	DOWNNEY MOVING & STORAGE	Navy, Nancy	XXX-XX-1234	1000	2012-01-23				

Rows Per Page: 10 Rows Per Page

2 Shipments found, displaying 2 shipments, from 1 to 2. Page 1 / 1

Unclassified/FOUO-Privacy Act Applies

Figure 7-6. Inbound SIT Queue (PPSO Inbound User)

Figure 7-6 shows the Inbound SIT queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Inbound Management** or **SIT Management** to expand the tree, then click the *SIT@Destination* link to access the Inbound SIT page.
- Click the *Deliver Out* link to remove a shipment from storage and deliver it to the Customer (Section 7.2.1).
- Click the *Manage SIT* link to extend SIT coverage, convert the SIT to the DoD Customer's expense, or release a shipment from storage

Delivery Out Of SIT	Manage SIT	BL/GBL	TSP	SIT Contractor	Days Remaining	Splits	Excess Flag	
Deliver Out	Manage SIT	AGFM0000651	CVII	ALL AME VAN INC				
		AGFM0000652	CVII	DOV MOV STO				
SIT Control Number	SIT Weight	SIT Date In	Deliver Split	Manage SIT	SIT Expiration Date	SIT Conversion Date	SIT Days Authorized	SIT Days Remaining
120230002	1000	2012-01-23	Deliver Split	Manage SIT	2012-04-22		90	90

Figure 7-7. Inbound SIT Split Shipment (PPSO Inbound User)

For shipments with split portions in SIT, the *Deliver Out* and *Manage SIT* links do not appear in the first two columns of the Inbound SIT queue (Figure 7-6 items B and C). Instead, each portion in SIT has its own *Deliver Split* and *Manage SIT* links (Figure 7-7). Scroll the Inbound SIT queue to the right to view a shipment’s split portions that are in SIT.

The Inbound SIT queue displays a list of shipments with a status of “In Storage-in-Transit (SIT) at Destination.” The subsections that follow provide guidance on managing destination SIT.

After clicking the *Manage SIT* link (Figure 7-6, item C), the Manage Shipment SIT page is displayed (Figure 7-8). This page displays the shipment’s SIT details. At the bottom of the page is the SIT Activity table, which displays the shipment’s SIT history. You can extend, convert, or move SIT to a new facility from this page. To do so, make a selection from the Action menu, and then complete the fields that are displayed.

Manage Shipment SIT

Customer Name: Marines, Jimmy	SIT Data:
Customer SSN: XXX-XX-9012	SIT Type: Destination
Service Branch: Marines	SIT Control Number: 120230001
Order Number: USMC05434	SIT Contractor: ALL AMERICAN VAN LINES, INC
Order Type: Permanent Change of Station	SIT Date In: 2012-01-23
Shipment Type: dHHG	Authorized Days: 90
BL/GBL Number: AGFM0000651	Number of Days Used: 0
Channel: US14 To REGION 11 (Alabama, Kentucky, Mississippi, Tennessee)	Number of Days Remaining: 90
Code Of Service: D	SIT Expiration Date: 2012-04-22
TSP SCAC: CVII	Weight In: 2000
TSP Name: COVAN INTERNATIONAL, INC	Weight Out: 0
	Action: <input type="text" value="Select Action Below"/> ▼
	<input type="button" value="Back"/>

Total Containers: 0

SIT Activity:					
Event Date	Event Type	Reason / Comments	# of Days	Net Weight	User ID
Jan 23, 2012	SIT Days Authorized		90		outb0244
Jan 23, 2012	Placed into SIT@Destination		90	2000	inb0253

Figure 7-8. Manage Shipment SIT

7.2.1 How to deliver a shipment out of destination SIT

Relevant Users: PPSO Inbound

From the Inbound SIT page, click the *Deliver Out* link (Figure 7-6, item B). DPS displays the Shipment Delivery Out Of SIT page.

The Shipment Delivery Out Of SIT page provides fields to enter delivery information (Figure 7-9).

Delivery Information	
Delivery Date (yyyy-mm-dd):	2011-06-06
Delivered Net Weight:	2000
Inventory Items Delivered (Space Separated List Of Item Numbers):	AB001 AB002 AB003 AB004 AB005
Final Portion Out Of SIT (Closeout SIT):	Yes
Primary Delivery Location:	
<input checked="" type="checkbox"/> Street	123 Galifret Road
City	MEMPHIS
State	TN
County	SHELBY
Zip	38106
Country	US
Enter Delivery Out Of SIT	

Figure 7-9. Shipment Delivery Out Of SIT Page

Complete the Delivery Date and Delivered Net Weight fields. In the Inventory Items Delivered field, enter the inventory numbers of the delivered items (separated by spaces).

Select “Yes” or “No” from the Final Portion Out Of SIT field. Answering “Yes” in this field closes out the shipment and drops it from the queue. Answering “No” in this field keeps the shipment in the Destination SIT queue until the final portion is delivered out of SIT. **Users should take care to answer “Yes” when delivering the final portion out of SIT**, or the record may become stuck in the queue.

Mark the Primary Delivery Location check box to confirm the delivery address.

Note: PPSO users can change the Primary Delivery Location from the View/Edit Shipments page (Appendix C) without constraint for shipments in destination SIT. For shipments not in destination SIT, the new Primary Delivery Location must fall within the current GBLOC/Rate Area listed on the shipment.

Click the **Continue** button on the confirmation page. DPS changes the shipment’s status to “Delivered Complete” and the shipment drops from the Inbound SIT and Inbound Shipments queues.

7.2.2 How to extend coverage for a shipment in destination SIT

Relevant Users: PPSO Inbound

The process to extend SIT coverage from the Inbound SIT page is the same as from the Outbound SIT page. From the Inbound SIT page, click the *Manage SIT* link (Figure 7-6, item C) and then follow the directions in Section 7.1.1.

7.2.3 How to convert destination SIT coverage to the Customer's expense

Relevant Users: PPSO Inbound

The process to convert SIT coverage to the Customer's expense from the Inbound SIT page is the same as from the Outbound SIT page. From the Inbound SIT page, click the *Manage SIT* link (Figure 7-6, item C) and then follow the directions in Section 7.1.2.

7.2.4 How to move a shipment to a new SIT facility

Relevant Users: PPSO Inbound

In the event that the shipment changes SIT facilities, you can record the change on the Manage Shipment SIT page. From the Inbound SIT page, click the *Manage SIT* link (Figure 7-6, item C). On the Manage Shipment SIT page (Figure 7-8), Action menu, select "Move to a New SIT Facility." The fields required to release change SIT facilities are displayed (Figure 7-10).

Action:	Move to a New SIT Facility
Moving to a new destination SIT will release the shipment from the current SIT and place the shipment into a new destination SIT.	
SIT Entry Date:	2012-01-23
Weight In SIT:	2000
New SIT Facility:	Select
New SIT Facility Information:	Please select a New SIT Facility.
Contractor Rep. Contacted:	Yes
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

Figure 7-10. Move to a New SIT Facility

Complete the **SIT Entry Date** field, and then click the *Select* link. Choose a new facility from the Select SIT Warehouse Facility pop-up. Note that the weight in SIT cannot be changed at this time. To continue, click the [Submit](#) button.

7.3 THE SHIPMENT SIT NEARING EXPIRATION QUEUE

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	AGFM0000570	AIGP	SUNSET LOGISTICAL SERVICES, INC.	Boat, Billy	113220022	2011-11-18	2012-02-16	90	23

Rows Per Page: 10 Rows Per Page

58 Shipments found, displaying 10 shipments, from 1 to 10. Page 1 / 6

Figure 7-11. Shipment SIT Nearing Expiration Queue (PPSO Inbound User)

Figure 7-11 shows the Shipment SIT Nearing Expiration queue. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **SIT Management** to expand the tree, then click the *SIT Expirations* link to access the Shipment SIT Nearing Expiration page.
- B. To extend, convert, or move SIT to a new facility, click the *Manage SIT* link.

The Shipment SIT Nearing Expiration queue lists shipments in SIT that are set to expire within 30 days. The SIT Days Remaining column shows the number of days until the expiration date. A negative number (e.g., “-10”) indicates the number of days past the expiration date.

Note: For split shipments, DPS only displays the first portion in this queue when it nears expiration. No other portions will appear in this queue.

7.3.1 How to extend coverage for a shipment from the Shipment SIT Nearing Expiration page**Relevant Users:** PPSO Inbound, PPSO Outbound, PPSO Outbound Supervisor

The process to extend SIT coverage from the Shipment SIT Nearing Expiration page is the same as from the Outbound SIT and Inbound SIT pages. From the Shipment SIT Nearing Expiration page, click the *Manage SIT* link (Figure 7-11, item B) and then follow the directions in Section 7.1.1.

7.3.2 How to convert SIT to Customer's expense from the Shipment SIT Nearing Expiration page**Relevant Users:** PPSO Inbound, PPSO Outbound, PPSO Outbound Supervisor

The process to convert SIT coverage to the Customer's expense from the Shipment SIT Nearing Expiration page is the same as from the Outbound SIT and Inbound SIT pages. From the Shipment SIT Nearing Expiration page, click the *Manage SIT* link (Figure 7-11, item B) and then follow the directions in Section 7.1.2.

7.3.3 How to change SIT facilities from the Shipment SIT Nearing Expiration page**Relevant Users:** PPSO Inbound, PPSO Outbound, PPSO Outbound Supervisor

The process to change SIT facilities from the Shipment SIT Nearing Expiration page is the same as from the Inbound SIT page. From the Shipment SIT Nearing Expiration page, click the *Manage SIT* link (Figure 7-11, item B) and then follow the directions in Section 7.2.4.

8 SHIPMENT REQUESTS AND CORRECTIONS

The Shipment Requests and Corrections area of Shipment Management allows PPSO users to address Customer and TSP requests as well as divert, pull back, cancel, or terminate shipments.

8.1 THE MONITOR CUSTOMER REQUESTS QUEUE

The screenshot displays the 'Monitor Customer Requests' interface. The table contains the following data:

Customer Name	BL/GBL	Request Type	Request Date	Additional Comment/Instructions	View/Edit Shipment	View Contact	Request Reweigh	Extend SIT	Delivery	Update Location	Additional Pickup/Delivery
Navy, Hans	AGFM0000205	Reweigh	2011-06-07		View/Edit	View Contact	Request Reweigh				
Navy, Hans	AGFM0000205	SIT Extension	2011-06-07	Estimated first available move in date is 9/20/2011	View/Edit	View Contact		Extend SIT	Enter Delivery	Update Location	
Navy, Hans	AGFM0000205	Delivery	2011-06-07	I am available any time after 12:00 pm.	View/Edit	View Contact			Enter Delivery		
Navy, Hans	AGFM0000205	Location Change Request	2011-06-07		View/Edit	View Contact				Update Location	
Navy, Hans	AGFM0000205	Shipment Additional Pickup/Delivery	2011-06-07		View/Edit	View Contact					Add Location

Figure 8-1. Monitor Customer Requests Queue (PPSO Inbound User)

Figure 8-1 shows the Monitor Customer Requests queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Shipment Requests and Corrections** to expand the tree, then click the *Customer Requests* link to access the Monitor Customer Requests page.
- Click the *View Contact* link to view the Customer's contact information.
- Click the *Request Reweigh* link to send a reweigh request to the TSP (Section 8.1.1).
- Click the *Extend SIT* link to address a SIT extension request (Section 8.1.2).
- Click the *Enter Delivery* link to address a Customer's delivery request (Section 8.1.3).
- Click the *Update Location* link to approve the requested address change (Section 8.1.4).
- Click the *Add Location* link to approve the additional pickup or delivery address (Section 8.1.5).

8.1.1 How to send a reweigh request to the TSP

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound

When the Customer requests a shipment reweigh, the request appears in the Monitor Customer Requests queue with a Request Type of “Reweigh.” Click the *Request Reweigh* link (Figure 8-1, item C) to address the reweigh request.

DPS displays a confirmation page. Click the **Request Reweigh** button to forward the reweigh request to the TSP. DPS moves the request to the Monitor Reweighs queue. See Section 8.4 for more information on the Monitor Reweighs queue.

8.1.2 How to extend SIT coverage for a shipment

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound

When the Customer requests an extension of SIT coverage, the request appears in the Monitor Customer Requests queue with a Request Type of “SIT Extension.” DPS populates the Extension Reason and Additional Comment/Instructions columns with the Customer’s extension reason and comments that they entered at the time of the request (Figure 8-2).

Customer Name	BL/GBL	Request Type	Request Date	Additional Comment/Instructions	View/Edit Shipment	View Contact Info	Request Reweigh	Extend SIT	Delivery	Update Location	Additional Pickup/Delivery	Extension Reason	First Requested Delivery Date	Second Requested Delivery Date	Inventory Items Requested
Marines, Jimmy	AGFM0000651	SIT Extension	2012-01-23	My house is scheduled for completion on or around 6/30/2012.	View/Edit	View Contact		Approve/Deny				Awaiting Completion of Residence Under Construction			

Figure 8-2. SIT Extension Request

Click the *Approve/Deny* link (Figure 8-2). The Place Shipment Into SIT page allows you to approve or deny the SIT request. The page displays the number of authorized SIT days, the number of days used, the number of days remaining, and any remarks entered by the Counselor. Select the Approve or Deny option, and the fields you need to approve or deny the request are displayed (Figure 8-3).

If you select the Approve option (Figure 8-3, left), you can edit the SIT Entry Date, SIT Days Authorized, Weight In SIT, and SIT Remarks fields. Click the **Submit** button. On the confirmation screen, click the **Save and Continue** button to approve the request.

If you select the Deny option (Figure 8-3, right), you must enter Denial Remarks, and then click the **Submit** button to deny the request.

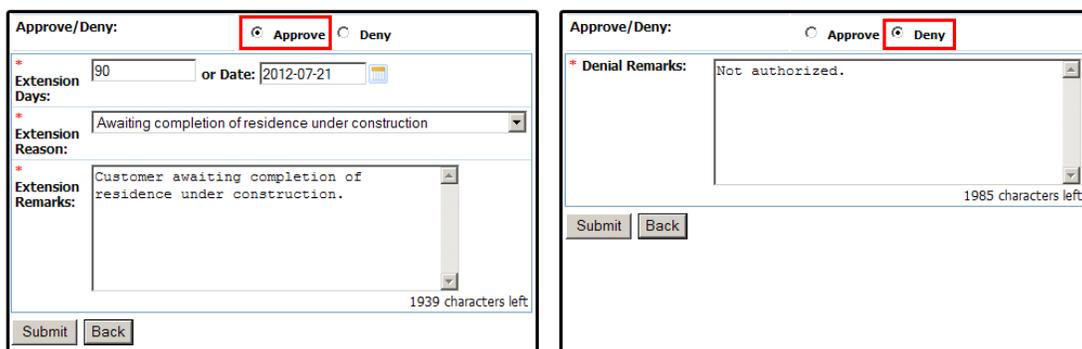


Figure 8-3. Approve or Deny SIT Request

After addressing the request, it drops from the Monitor Customer Requests queue.

8.1.3 How to address a Customer's delivery request

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound

When the Customer requests a shipment delivery, the request appears in the Monitor Customer Requests queue with a Request Type of "Delivery." DPS populates the Additional Comment/Instructions column with special instructions from the Customer and the Inventory Items Requested with the inventory numbers of the requested items entered at the time of the request (Figure 8-4).

Customer Name	BL/GBL	Request Type	Request Date	Additional Comment/Instructions	View/Edit Shipment	View Contact Info	Request Reweigh	Extend SIT	Delivery	Update Location	Additional Pickup/Delivery	Extension Reason	First Requested Delivery Date	Second Requested Delivery Date	Inventory Items Requested
Navy, Hans	AGFM0000205	Delivery	2011-06-07	I am available any time after 12:00 pm.	View/Edit	View Contact			Enter Delivery				2011-06-07	2011-06-08	ABC01 ABC02 ABC03

Figure 8-4. Delivery Request

Click the *Enter Delivery* link (Figure 8-1, item E) to address the delivery request. DPS displays the Shipment Delivery page like the one described in Section 6.1.2.

To schedule a delivery date, click the *Enter a Scheduled Delivery Date* link and then follow the instructions in Section 6.1.2.1. After entering a scheduled delivery date, the request remains in the Monitor Customer Requests queue with a Request Type of "Delivery."

To record the date that the TSP delivered the shipment, click the *Enter Actual Delivery Date Out Of SIT* link and then follow the instructions in Section 6.1.2.2. After entering an actual delivery date, the request drops from the Monitor Customer Requests queue.

To record an attempted delivery, click the *Enter Delivery Attempt* link and then follow the instructions in Section 6.1.2.4. After entering a delivery attempt, the request remains in the Monitor Customer Requests queue with a Request Type of "Delivery."

8.1.4 How to approve a pickup or delivery address change

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound

When the Customer requests a change of pickup or delivery address, the request appears in the Monitor Customer Requests queue with a Request Type of "Location Change Request." Click the *Update Location* link (Figure 8-1, item F) to continue with the address change request.

DPS displays the Edit Location Request Approval page with the new pickup or delivery address. To approve the address change, click the Submit Pickup/Delivery button. DPS records the change and the request drops from the Monitor Customer Requests queue.

8.1.5 How to approve an additional pickup or delivery

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound

When the Customer requests an additional pickup or delivery, the request appears in the Monitor Customer Requests queue with a Request Type of "Shipment Additional Pickup/Delivery." Click the *Add Location* link (Figure 8-1, item G) to continue with the additional address request.

DPS displays the Additional Location Request Approval page with the additional pickup or delivery address. To approve the additional pickup or delivery, click the Submit Additional Pickup/Delivery button. DPS records the addition and the request drops from the Monitor Customer Requests queue.

8.2 THE MONITOR TSP SHIPMENT REQUESTS QUEUE

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

Home 2DMSL DPS Analytics Customer Surveys Rates Forms Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Traini

Show: Shipment Mgmt Thursday, January 26, 2012 4:26:29 PM Reports Queries: HELP

Monitor TSP 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	Approve/Deny SIT Request	Update Location	Additional Pickup/Delivery	GBL/BL Copy Request	View Shipment
Pond, Amy	FDNT0000008	SIT Placement	2011-10-20	Approve/Deny SIT				View
Jones, Dynamite	FDNT0000005	Location Change Request	2011-06-08		Update Location			View
Jones, Dynamite	FDNT0000005	Shipment Additional Pickup/Delivery	2011-06-08			Add Location		View
Jones, Dynamite	FDNT0000004	BL/GBL Copy	2011-06-08				reply	View
Jones, Dynamite	FDNT0000004	BL/GBL Certified Copy	2011-06-08				reply	View

Rows Per Page: 10 Rows Per Page

5 Shipments found, displaying 5 shipments, from 1 to 5. Page 1 / 1

Unclassified/FOUO-Privacy Act Applies

Figure 8-5. Monitor TSP Shipment Requests (PPSO Outbound User)

Figure 8-5 shows the Monitor TSP Shipment Requests queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Shipment Requests and Corrections** to expand the tree, then click the *TSP Requests* link to access the Monitor TSP Shipment Requests page.
- Click the *Approve/Deny SIT* link to approve or deny a SIT request (Section 8.2.1).
- Click the *Update Location* link to approve the requested address change (Section 8.2.2).
- Click the *Add Location* link to approve the additional pickup or delivery address (Section 8.2.3).
- Click the *reply* link to approve or deny a BL/GBL Copy request (Section 8.2.4).
- Click the *View* link to access the View Shipment Information page. See Section 4.3 for more information on the View Shipment Information page.

8.2.1 How to approve or deny a TSP's SIT Placement request

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance, PPSO Transportation Officer

When a TSP requests that a shipment enter Storage-in-Transit (SIT), the request appears in the Monitor TSP Shipment Requests queue with a Request Type of “SIT Placement.” Click the *Approve/Deny SIT* link (Figure 8-5, item B) to address the SIT request. The Place Shipment Into SIT page is displayed (Figure 8-6).

The screenshot shows a web form titled "Please select Approve or Deny." At the top, there is a section labeled "Approve/Deny:" with two radio buttons: "Approve" and "Deny". The "Approve" radio button is selected and highlighted with a red rectangular box. Below this is a section titled "SIT Data:" with a blue header. It contains the following fields:

- *SIT Days Authorized: 90
- SIT Days Used: 0
- SIT Days Remaining: 90
- Counselor SIT Remarks: Customer is building home. Estimated completion date in 4 months.

At the bottom left of the form is a "Back" button.

Figure 8-6. Place Shipment Into SIT Page

The Place Shipment Into SIT page allows you to approve or deny the SIT request. The page displays the number of authorized SIT days, the number of days used, the number of days remaining, and any remarks entered by the Counselor. Select the Approve or Deny option, and the fields you need to approve or deny the request are displayed (Figure 8-7).

If you select the Approve option (Figure 8-7, left), you can edit the SIT Entry Date, SIT Days Authorized, Weight In SIT, and SIT Remarks fields. If you want to select an alternate SIT facility, click the *Edit* link, and select a new facility from the menu (not shown). Click the **Submit** button. On the confirmation screen, click the **Save and Continue** button to approve the request.

If you select the Deny option (Figure 8-7, right), you must enter Deny SIT Remarks, and then click the **Submit** button to deny the request.

The figure consists of two side-by-side screenshots of a web application interface for approving or denying a SIT (Special Interest Task) request.

Left Screenshot (Approve):

- Approve/Deny:** Radio buttons for Approve and Deny.
- SIT Data:**
 - *SIT Entry Date (yyyy-mm-dd): 2011-10-20
 - *SIT Days Authorized: 90
 - SIT Days Used: 0
 - SIT Days Remaining: 90
 - *Weight In SIT: 1000
- Counselor SIT Remarks:** Customer is building home. Estimated completion date in 4 months.
- SIT Remarks:** (Empty text area, 2000 characters left).
- SIT Facility Data:**
 - Name: AAA MOVING & STORAGE
 - Street Address: 621 E. PRESIDENT AVE
 - City: TUPELO
 - State: MISSISSIPPI
 - Zip/APO Code: 38802
 - Country Code: US
 - Contractor Rep. Contacted: Yes
- Buttons:** Submit, Back, Edit

Right Screenshot (Deny):

- Approve/Deny:** Radio buttons for Approve and Deny.
- SIT Data:**
 - *SIT Days Authorized: 90
 - SIT Days Used: 0
 - SIT Days Remaining: 90
 - Counselor SIT Remarks:** Customer is building home. Estimated completion date in 4 months.
- SIT Facility Data:** (Same as left screenshot)
- Deny SIT Remarks:** (Empty text area, 2000 characters left).
- Buttons:** Submit, Back

Figure 8-7. Approve or Deny a SIT Request

8.2.2 How to approve a pickup or delivery address change

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance, PPSO Transportation Officer

When the DoD Customer or TSP requests a change of pickup or delivery address, the request appears in the Monitor Customer Requests queue with a Request Type of “Location Change Request.” Click the *Update Location* link (Figure 8-5, item C) to continue with the address change request.

DPS displays the Edit Location Request Approval page with the new pickup or delivery address. To approve the address change, click the Submit Pickup/Delivery button. DPS records the change and the request drops from the Monitor TSP Shipment Requests queue.

8.2.3 How to approve an additional pickup or delivery

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance, PPSO Transportation Officer

When the DoD Customer or TSP requests an additional pickup or delivery, the request appears in the Monitor TSP Shipment Requests queue with a Request Type of “Shipment Additional Pickup/Delivery.” Click the *Add Location* link (Figure 8-5, item D) to continue with the additional address request.

DPS displays the Additional Location Request Approval page with the additional pickup or delivery address. To approve the additional pickup or delivery, click the Submit Additional Pickup/Delivery button. DPS records the addition and the request drops from the Monitor Customer Requests queue.

8.2.4 How to approve or deny a GBL/BL copy request

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance, PPSO Transportation Officer

When the TSP requests a new copy of the Government Bill of Lading (GBL) or Bill of Lading (BL), the request appears in monitor TSP Shipment Requests queue with a Request Type of “BL/GBL Copy” or “BL/GBL Certified Copy” depending on if the TSP requested a certified copy or not. Click the *reply* link (Figure 8-5, item E) for a BL/GBL copy request to approve or deny the request. DPS displays the Print BL/GBL page (Figure 8-8).

Figure 8-8. Print BL/GBL Page

Select **Approve** or **Deny**, enter remarks into the **Comment** field if necessary, and then click the **Submit Response** button to approve or deny the request.

Approved GBL/BL copy requests remain in the Monitor TSP Shipment Requests queue with a status of “approved and pending TSP print” until the TSP prints the GBL/BL (Figure 8-9). DPS notifies and allows the TSP to print from the TSP’s BL/GBL Copy Request Monitor queue.

Customer Name	BL/GBL	Request Type	Request Date	Approve SIT Request	Deny SIT Request	Update Location	Additional Pickup/Delivery	GBL/BL Copy Request	View Shipment
Jones, Dynamite	FDNT0000004	BL/GBL Copy	2011-06-08					approved and pending TSP print	View

Figure 8-9. Approved GBL/BL Copy Request

Denied GBL drop from the Monitor TSP Shipment Requests queue immediately, and DPS notifies the TSP in the TSP’s BL/GBL Copy Request Monitor queue.

8.3 THE SHIPMENT REWEIGHS QUEUE

The screenshot displays the 'Shipment Reweighs' page in the Defense Personal Property System (DPS). The page title is 'Shipment Reweighs' and it includes a search form with the following fields: BL Number (containing 'FDNT0000004'), Orders Number, Customer LName, and Customer SSN. A 'Search' button is located below the form. The search results table is as follows:

Status	Request Reweigh	Enter Reweigh	View/Edit Shipment	Net Weight	BL/GBL	TSP	Shipment Type	Channel	Code of Service	Customer Name	Customer SSN	Orders Number
Intransit	Request Reweigh (C)	Enter Reweigh (D)	View/Edit	0	FDNT0000004	AAAA	HHG	US42 To REGION D 10 (Delaware, District of Columbia, Maryland, Virginia, West Virginia)	D	Jones, Dynamite	XXX-XX-0011	TRNG-10549

Navigation controls at the bottom of the table indicate '1 Shipments found, displaying 1 shipments, from 1 to 1. Page 1 / 1'.

Figure 8-10. Shipment Reweighs Queue (PPSO Outbound User)

Figure 8-10 shows the Shipment Reweighs queue. This queue differs from other queues in Shipment Management in that users must perform a search before any records appear in the queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Shipment Requests and Corrections** to expand the tree, then click the *Request Reweigh* link to access the Shipment Reweighs page.
- Enter criteria into the fields and then click the **Search** button to populate the queue.
- Click the *Request Reweigh* link to send a reweigh request to the TSP (Section 8.3.1).
- Click the *Enter Reweigh* link to enter a shipment reweigh (Section 8.3.2).

8.3.1 How to send a reweigh request to the TSP

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance

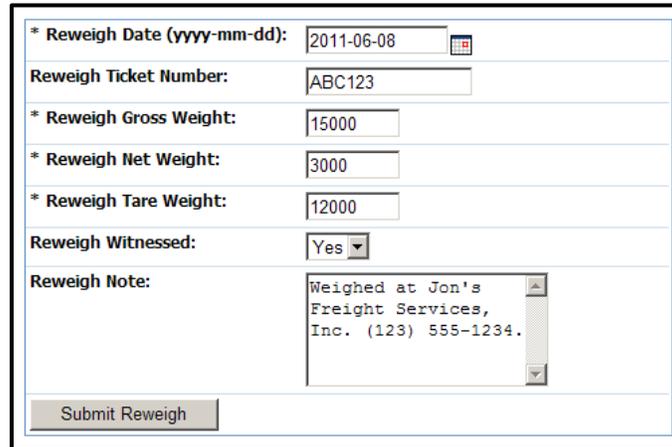
PPSO users (or DoD Customers) can request reweighs for any shipment after pickup and prior to delivery. Click the *Request Reweigh* link (Figure 8-10, item C) to continue with the reweigh request.

On the confirmation page, click the **Request Reweigh** button send the request. DPS sends the request to the TSP and displays the request in the PPSO's Monitor Reweigh queue (Section 8.3).

8.3.2 How to enter a reweigh

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance

Typically TSP users enter reweigh information, however DPS provides PPSO users the means to do so if necessary. From the Shipment Reweighs page, click the *Enter Reweigh* link (Figure 8-10, item D). DPS displays the Shipment Reweigh page (Figure 8-11).



The screenshot shows a web form titled "Shipment Reweigh Page". It contains several input fields and a submit button. The fields are: "Reweigh Date (yyyy-mm-dd)" with the value "2011-06-08"; "Reweigh Ticket Number" with the value "ABC123"; "* Reweigh Gross Weight" with the value "15000"; "* Reweigh Net Weight" with the value "3000"; "* Reweigh Tare Weight" with the value "12000"; "Reweigh Witnessed" with a dropdown menu set to "Yes"; and "Reweigh Note" with a text area containing "Weighed at Jon's Freight Services, Inc. (123) 555-1234.". At the bottom of the form is a "Submit Reweigh" button.

Figure 8-11. Shipment Reweigh Page

The Shipment Reweighs page provides fields to enter a reweigh. Complete the Reweigh Date, Reweigh Ticket Number, Reweigh Gross Weight (the weight of the shipment plus the weight of the truck), the Reweigh Net Weight (the difference between the gross and tare weights), and Reweigh Tare Weight (the weight of the empty truck) fields. Make a selection from the Reweigh Witnessed drop-down, complete the Reweigh Note if necessary, and the click the **Submit Reweigh** button to enter the reweigh.

The page refreshes and DPS displays a confirmation. Click the **Save and Continue** button to save the reweigh.

8.4 THE MONITOR REWEIGHS QUEUE

Defense Personal Property System (DPS) Home | Site Map | Log Out

Unclassified/FOUO-Privacy Act Applies

Home 2DMSL DPS Analytics Customer Surveys Rates Forms Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Traini

Show: Shipment Mgmt Thursday, January 26, 2012 4:26:29 PM Reports Queries: HELP

Monitor Reweighs

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	Enter Reweigh	View/Edit	Net Weight	Reweigh Weight	Reweigh Date	BL/GBL	Customer Name	Customer SSN	Orders Number	Shipment Type	Channel	Code Of Service	TSI
Intransit	Enter Reweigh	View/Edit	1000	3000	Jun 8, 2011	FDNT0000004	Jones, Dynamite	XXX-XX-0011	TRNG-10549	HHG	US42 To REGION 10 (Delaware, District of Columbia, Maryland, Virginia, West Virginia)	D	AA/

Rows Per Page: 10 Rows Per Page

2 Shipments found, displaying 2 shipments, from 1 to 2. Page 1 / 1

Unclassified/FOUO-Privacy Act Applies

Figure 8-12. Monitor Reweighs Queue (PPSO Outbound User)

Figure 8-12 shows the Monitor Reweighs queue. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **Shipment Requests and Corrections** to expand the tree, then click the *Monitor Reweighs* link to access the Monitor Reweighs page.
- B. Click the *Enter Reweigh* link to enter a shipment reweigh (Section 8.4.1).

8.4.1 How to enter a reweigh

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance

After sending a reweigh request to the TSP (Section 8.3.1), DPS displays the shipment in the Monitor Reweighs queue. To enter a reweigh, click the *Enter Reweigh* link (Figure 8-12, item B) and follow the directions in Section 8.3.2.

The shipment remains in the Monitor Reweighs queue showing the prior Net Weight and the new Reweigh Weight until the shipment is delivered.

8.5 THE DIVERT SHIPMENTS QUEUE

The figure consists of two screenshots of the Defense Personal Property System (DPS) interface. The top screenshot shows the 'Divert Shipments' search form. The left sidebar contains a navigation tree with 'Main' expanded, and 'Shipment Requests and Corrections' selected. The search form has four input fields: 'BL Number' (containing 'FDNT0000004'), 'Orders Number', 'Customer LName', and 'Customer SSN'. A 'Search' button is at the bottom. A red circle 'B' is around the 'Orders Number' field. The bottom screenshot shows the search results for 'GBLNumber=FDNT0000004'. It displays a table with the following data:

Status	Divert Shipment	BL/GBL	TSP	Customer Name	Customer SSN	Orders Number
Intransit	Divert Shipment	FDNT0000004	AAAA	Jones, Dynamite	XXX-XX-0011	TRNG-10549

Below the table are navigation icons and the text '1 Shipments found, displaying 1 shipments, from 1 to 1. Page 1 / 1'. A red circle 'C' is around the 'Divert Shipment' link in the table row.

Figure 8-13. Divert Shipments Queue (PPSO Outbound User)

Figure 8-13 shows the Divert Shipments queue. This queue differs from other queues in Shipment Management in that users must perform a search before any records appear in the queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Shipment Requests and Corrections** to expand the tree, then click the *Diversion* link to access the Divert Shipments page.
- Enter criteria into the fields and then click the **Search** button to populate the queue.
- Click the *Divert Shipment* link to divert the shipment (Section 8.5.1).

8.5.1 How to divert a shipment

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound

A shipment diversion occurs when the PPSO or DoD Customer changes the shipment's destination while it is "intransit." Click the *Divert Shipment* link (Figure 8-13, item C) to continue with the shipment diversion. DPS displays the Shipment Diversion page (Figure 8-14).

The screenshot shows a web form for entering a new destination address. At the top, there is a text input field labeled 'Address Line 1' containing the text '123 Main Stravenue'. Below this is a section titled 'Location'. It contains two radio buttons: 'CONUS (U.S)' which is selected, and 'OCONUS (Non U.S)'. Underneath the radio buttons is a 'Select City' field with the text 'tucson' entered. A dropdown menu is open below this field, displaying a list of addresses: 'TUCSON, PIMA COUNTY, AZ, 85701', 'TUCSON, PIMA COUNTY, AZ, 85702', 'TUCSON, PIMA COUNTY, AZ, 85703', 'TUCSON, PIMA COUNTY, AZ, 85704', 'TUCSON, PIMA COUNTY, AZ, 85705', 'TUCSON, PIMA COUNTY, AZ, 85706', 'TUCSON, PIMA COUNTY, AZ, 85714', and 'TUCSON, PIMA COUNTY, AZ, 85715'. To the left of the dropdown, there are labels for 'City:', 'County:', 'State:', and 'Zip:'. Below the dropdown is a small text note: 'If you are unable to select a County:'. At the bottom of the form is a button labeled 'Submit New Destination Location'.

Figure 8-14. Shipment Diversion Page

The Shipment Diversion page provides fields to enter the new destination address. Enter the new destination address into the Address Line 1 field and select either the CONUS (U.S) or OCONUS (Non U.S) radio button. In the Select City field, enter at least the first four characters of the city, then make a selection from the drop-down that appears. DPS will populate the City, County, State, and Zip fields with the selection. Click the [Submit New Destination Location](#) button to continue.

DPS displays the Enter Diversion Point Location page. Enter the address of the shipment's current location in the same manner as shown in Figure 8-14. This address is the shipment's diversion point. Click the [Submit Diversion Point Location](#) button to continue.

DPS displays the Enter Updated Orders page. If necessary, modify the Updated Orders Number and Transportation Account Code (TAC) fields.

If there is more than one PPSO responsible for the diversion point location, DPS displays the Select Diversion Point PPSO GBLOC drop-down.

If the diversion point falls within more than one rate area, DPS displays the Select Diversion Point Rate Area drop-down.

If there is more than one PPSO responsible for the new destination location, DPS displays the Select New Destination PPSO GBLOC drop-down.

Click the [Proceed](#) button to continue. Click the [Save and Continue](#) button on the confirmation page to finalize the diversion. The shipment appears in the Routing queue of the PPSO that is responsible for the diversion point location. For information on routing shipments, see Section 5.1.

Note: For international shipments, DPS displays a notice stating that the shipment will be terminated and new shipment created with the diversion point as the origin.

8.6 THE PULLBACK SHIPMENTS QUEUE

The figure consists of two screenshots of the Defense Personal Property System (DPS) web application. Both screenshots show the 'Pullback Shipments' page. The top screenshot shows the search form with the following fields: BL Number (containing 'FDNT0000005'), Orders Number, Customer LName, and Customer SSN. A red circle 'B' is around the Orders Number field, and a red circle 'A' is around the Pullback link in the left navigation menu. The bottom screenshot shows the search results for the criteria 'GBLNumber=FDNT0000005'. The results are displayed in a table with the following columns: Status, Pullback and Reaward, Pullback and Cancel, BL/GBL, TSP, Customer Name, Customer SSN, and Orders Number. The table contains one record: Presurvey Done, Pullback and Reaward, Pullback and Cancel, FDNT0000005, AAAA, Jones, Dynamite, XXX-XX-0011, TRNG-10549. A red circle 'C' is around the 'Pullback and Reaward' link, and a red circle 'D' is around the 'Pullback and Cancel' link. Below the table, there are navigation arrows and the text '1 Shipments found, displaying 1 shipments, from 1 to 1. Page 1 / 1'.

Figure 8-15. Pullback Shipments Queue (PPSO Outbound User)

Figure 8-15 shows the Pullback Shipments queue. This queue differs from other queues in Shipment Management in that users must perform a search before any records appear in the queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Shipment Requests and Corrections** to expand the tree, then click the *Pullback* link to access the Pullback Shipments page.
- Enter criteria into the fields and then click the button to populate the queue.
- Click the *Pullback and Reaward* link to recall a shipment from a TSP and then re-award it to a different TSP (Section 8.6.1).
- Click the *Pullback and Cancel* link to recall a shipment from a TSP and then cancel it (Section 8.6.2).

Shipment pullbacks occur when a shipment has been awarded to a TSP and then is revoked or cancelled. Only shipments that have not moved beyond the Pickup status are eligible for the pullback process.

8.6.1 How to pull back a shipment from a TSP and re-award it to another TSP

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

To recall a shipment from a TSP and then re-award it to a different TSP, click the *Pullback and Reaward* link (Figure 8-15, item C). DPS displays the Shipment Pullback page. Click the **Pullback Shipment** button to continue.

The page refreshes and DPS displays the Pullback Reason field. Enter the reason for the pullback into the field. Provide a “Yes” or “No” answer for the Return TSP Allocation field. Answering “Yes” allows the TSP to recoup the tonnage from the pulled back shipment, whereas answering “No” will forfeit the tonnage from the pulled back shipment. Note that the Return TSP Allocation field will not appear for shipments that were offered as short-fuses.

Click the **Save and Continue** button to continue. DPS cancels the shipment, notifies the TSP, and creates a new shipment in its place. The new shipment appears in the Award Queue like any other shipment. See Section 5.2 for more information on the Award queue.

8.6.2 How to pull back a shipment from a TSP and cancel it

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

To recall a shipment from a TSP and then cancel it, click the *Pullback and Cancel* link (Figure 8-15, item D), and then follow the instructions in Section 8.6.1.

DPS changes the shipment’s status to “Pullback and Cancel” and notifies the TSP.

8.7 THE CANCEL/TERMINATE SHIPMENTS QUEUE

The top screenshot shows the 'Cancel/Terminate Shipments' search form. The left sidebar has a tree view with 'Cancellation/Termination' highlighted. The search form includes fields for BL Number, Orders Number, Customer LName (with a circled 'B' next to it), and Customer SSN. A 'Search' button is at the bottom.

The bottom screenshot shows the search results for 'CustomerLastName=Jones'. The table below displays the results:

Status	Cancel/Terminate Shipment	BL/GBL	TSP	Customer Name	Customer SSN	Orders Number
Intransit	Terminate Shipment	FDNT0000004	AAAA	Jones, Dynamite	XXX-XX-0011	TRNG-10549
Reviewed by Counselor and Approved to go to Route/Book	Cancel Shipment			Jones, Dynamite	XXX-XX-0011	TRNG-10549

Navigation controls at the bottom of the table include arrows for first, previous, next, and last, along with a page indicator: '20 Shipments found, displaying 20 shipments, from 1 to 20. Page 1 / 1'.

Figure 8-16. Cancel/Terminate Shipments (PPSO Outbound User)

Figure 8-16 shows the Cancel/Terminate Shipments queue. This queue differs from other queues in Shipment Management in that users must perform a search before any records appear in the queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Shipment Requests and Corrections** to expand the tree, then click the *Cancellation/Termination* link to access the Cancel/Terminate Shipments page.
- Enter criteria into the fields and then click the button to populate the queue.
- Click the *Terminate Shipment* link to terminate a shipment that the TSP has picked up (Section 8.7.1).
- Click the *Cancel Shipment* link to cancel a shipment that the TSP has not yet picked up (Section 8.7.2).

When a set of orders are cancelled, any shipment on those orders must also be cancelled or terminated (depending on the shipment's status). Shipments that have not been picked up by a TSP are "cancelled," whereas shipments that have been picked up by a TSP are "terminated."

8.7.1 How to terminate a shipment

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound

Shipments that have been picked up by a TSP (i.e., with a status of “Intransit” or later) may be terminated. Click the *Terminate Shipment* link (Figure 8-16, item C) to continue. DPS displays the Shipment Termination page (Figure 8-17).

Read the Shipment Termination page, as it contains important rules regarding shipment terminations. In order to avoid stranding a shipment, a terminated shipment must be diverted or reconsigned (re-awarded to a different TSP). To divert the shipment, click the Terminate/Divert Shipment button and then follow the instructions in Section 8.7.1.1. To re-award the shipment to a different TSP, click the Terminate/Reconsign Shipment button and then follow the instructions in Section 8.7.1.2.

Shipment Termination		
Current Shipment Status:	Intransit	<p>This shipment has already been picked up and can not just be terminated now.</p> <p>If the shipment/orders have been cancelled, and the shipment needs to be returned to the original pickup location, then you will need to divert the shipment, where you will divert the shipment back to the original pickup location (i.e. set the new destination location as part of the diversion process to be the original pickup location.)</p> <p>To proceed with the diversion, returning shipment back to the original pickup location, click the Terminate/Divert Shipment button below.</p> <p>Otherwise, you can reaward another TSP to deliver the shipment to its destination. To do this, the current shipment must be placed in SIT where it will be terminated (status will be set to TERMINATE AND RECONSIGN), and a new shipment will be created and placed in the appropriate Origin PPSO Routing queue. The new shipment will be picked up from SIT and delivered to the destination location.</p> <p>To proceed with the terminate and reconsign, awarding the shipment to a new TSP and delivering the shipment to the original delivery location, click the Terminate/Reconsign Shipment button below.</p>
Customer Name:	Drake, Chester	
Orders Number:	TRNG-ABCD01	
Planned Pickup Date:	2011-06-29	
Planned Delivery Date:	2011-07-29	
Transit Time:		
RDD:	2011-07-29	
Estimated Weight (TSP):	0	
Shipment Type:	dHHG	
Channel:	US14 To REGION 13 (Florida)	
Code Of Service:	D	
BL/GBL Number:	AGFM0000219	
TSP:	AAAA	
Pickup Agent:	ShipAgent Inc	
Delivery Agent:	ShipAgent Inc	
		<input type="button" value="Terminate/Divert Shipment"/>
		<input type="button" value="Terminate/Reconsign Shipment"/>
		<input type="button" value="Back"/>

Figure 8-17. Shipment Termination

8.7.1.1 How to terminate and divert a shipment

To terminate the shipment and divert it back to its point of origin, click the button (Figure 8-17) and then follow the instructions in Section 8.5.1.

After terminating and diverting the shipment, it appears in the Routing queue of the PPSO that is responsible for the diversion point location. For information on routing shipments, see Section 5.1.

8.7.1.2 How to terminate and reconsign a shipment

To terminate the shipment and award it to another TSP, click the button (Figure 8-17). Note that in order to terminate and reconsign a shipment it must be in Storage-in-Transit (SIT). For instructions on placing a shipment into SIT, refer to Section 5.5.2.

On the Shipment Terminate and Reconsign page, click the button. DPS displays the Shipment Termination page with a description of what will happen to the shipment. Provide a “Yes” or “No” answer for the Return TSP Allocation field. Answering “Yes” allows the TSP to recoup the tonnage from the pulled back shipment, whereas answering “No” will forfeit the tonnage

from the pulled back shipment. Note that the Return TSP Allocation field will not appear for shipments that were offered as short-fuses.

Click the **Save and Continue** button to complete the action. DPS terminates the shipment and creates a new shipment with the SIT facility as the origin address. The new shipment appears in the Award queue of the responsible PPSO.

8.7.2 How to cancel a shipment

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor

Shipments that have not been picked up by a TSP (i.e., with a status of “Presurvey Done” or earlier) may be cancelled. Click the *Cancel Shipment* link (Figure 8-16, item D). DPS displays the Shipment Cancellation page. Click the **Cancel Shipment** button to continue.

The page refreshes and DPS displays the Cancellation Remarks field. Enter the reason for the cancellation into the field, and then click the **Save and Continue** button. The shipment remains in the Cancel/Terminate Shipments queue with a status of “Cancelled.”

9 QA MANAGEMENT

One responsibility of PPSO users is oversight of TSP's quality performance moving defense personal property shipments.

9.1 THE ORIGIN INSPECTIONS QUEUE

The screenshot shows the 'Origin Inspections' page in the Defense Personal Property System (DPS). The page includes a navigation menu on the left, a search form, and a table of inspection records. The search form has fields for GBL, Last Name, and SSN/EIN, with 'Filter', 'Clear', and 'Refresh' buttons. The table has columns for Status, Enter Inspection, BL/GBL, Customer Name (Contact Info), Customer SSN, Orders Number, Planned Pack Date, Planned Pickup Date, Origin Street, Origin City, Origin Zip, Origin County (State), Destination PPSO, and Status. A single record is shown with 'Enter Inspection' highlighted by a red circle 'B'. The customer name 'Drake, Chester' is highlighted by a red circle 'C'. The 'Origin Inspections' link in the navigation menu is highlighted by a red circle 'A'. The page also includes a 'Rows Per Page' dropdown set to '10 Rows Per Page' and navigation buttons at the bottom.

Status	Enter Inspection	BL/GBL	Customer Name (Contact Info)	Customer SSN	Orders Number	Planned Pack Date	Planned Pickup Date	Origin Street	Origin City	Origin Zip	Origin County (State)	Destination PPSO	Status
Presurvey Done	Enter Inspection	AGFM0000219	Drake, Chester	XXX-XX-7894	TRNG-ABCD01	2011-06-29	2011-06-29	123 Mass Ave	CHELMSFORD	01824	MIDDLESEX (MA)	CLPK	H

Figure 9-1. Origin Inspections Queue (PPSO Quality Assurance User)

Figure 9-1 shows the Origin Inspections queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **QA Management** to expand the tree, then click the *Origin Inspections* link to access the Origin Inspections page.
- Click the *Enter Inspection* link to enter an origin inspection report (Section 9.1.1).
- Click the Customer's name to view contact information.

Note: Shipments drop from the Origin Inspections queue after 60 days; however, QA users can enter an inspection report at any time by using the QA Search function. For guidance on using the QA Search function, refer to Section 9.11.

9.1.1 How to enter an origin inspection report

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer, SDDC Quality Assurance, SDDC Qualifications

PPSO users can enter an origin inspection report once the TSP accepts a shipment (i.e., with a status of “Offer Accepted and Presurvey Pending” and after). To enter an origin inspection, click the *Enter Inspection* link (Figure 9-1, item B). DPS displays the Shipment Origin Inspection page (Figure 9-2).

Figure 9-2. Shipment Origin Inspection Page

Complete the Inspection Date, Inspector Name, and Inspector Remarks fields. Mark the check box next to each violation that applies, or mark none of the check boxes if there were no violations.

Scroll to the bottom of the page and select the appropriate Loss/Damage Type from the drop-down, then enter the estimated loss/damage value (if applicable). Click the **Enter Inspection** button to continue.

On the confirmation page, click the **Save and Continue** button to submit the inspection. If the TSP incurs one or more violations in the last 180 days, DPS displays the TSP QA History page (Figure 9-3).

Number of Violations (Past 180 Days)	Violation
4	Improperly packed/loaded shipment

Figure 9-3. TSP QA History Page

The TSP QA History page lists the types of violations and the number of each type of violation in the last 180 days. Click the *Print DD-1814 Warning* link to view the Carrier Notice of Warning form. To return to the Origin Inspections queue without taking any punitive actions, click the **Return To Inspections** button.

To take punitive actions, click the **Take Immediate Punitive Action/Suspend TSP** button. DPS displays the TSP Suspense page with two options for punitive action.

To suspend the TSP on the channel and code of service (COS) of the shipment for which the violation occurred, click the **Suspend TSP On Current Channel-COS** button, and follow the instructions in Section 9.4.2.

To suspend the TSP on the shipment's origin GBLOC, click the **Suspend TSP On GBLOC** button and follow the instructions in Section 9.4.3.

After entering an origin inspection, the shipment drops from the Origin Inspections queue. Use the QA Search function (Section 9.11) to enter additional inspection reports if needed.

9.2 THE DESTINATION INSPECTIONS QUEUE

The Destination Inspections queue is identical to the Origin Inspections queue in layout and function. Refer to Section 9.1 for details on inspection queues.

9.2.1 How to enter a destination inspection report

Relevant Users: PPSO Quality Assurance, PPSO Transportation Officer, SDDC Quality Assurance, SDDC Qualifications

Enter destination inspection reports in the same way as origin inspection reports. Refer to Section 9.1.1 for details on entering inspection reports. Note that shipments records remain in the Destination Inspections queue for 60 days after DPS updates a shipment's status to "Delivered Complete."

9.3 THE PENDING SUSPENSIONS QUEUE

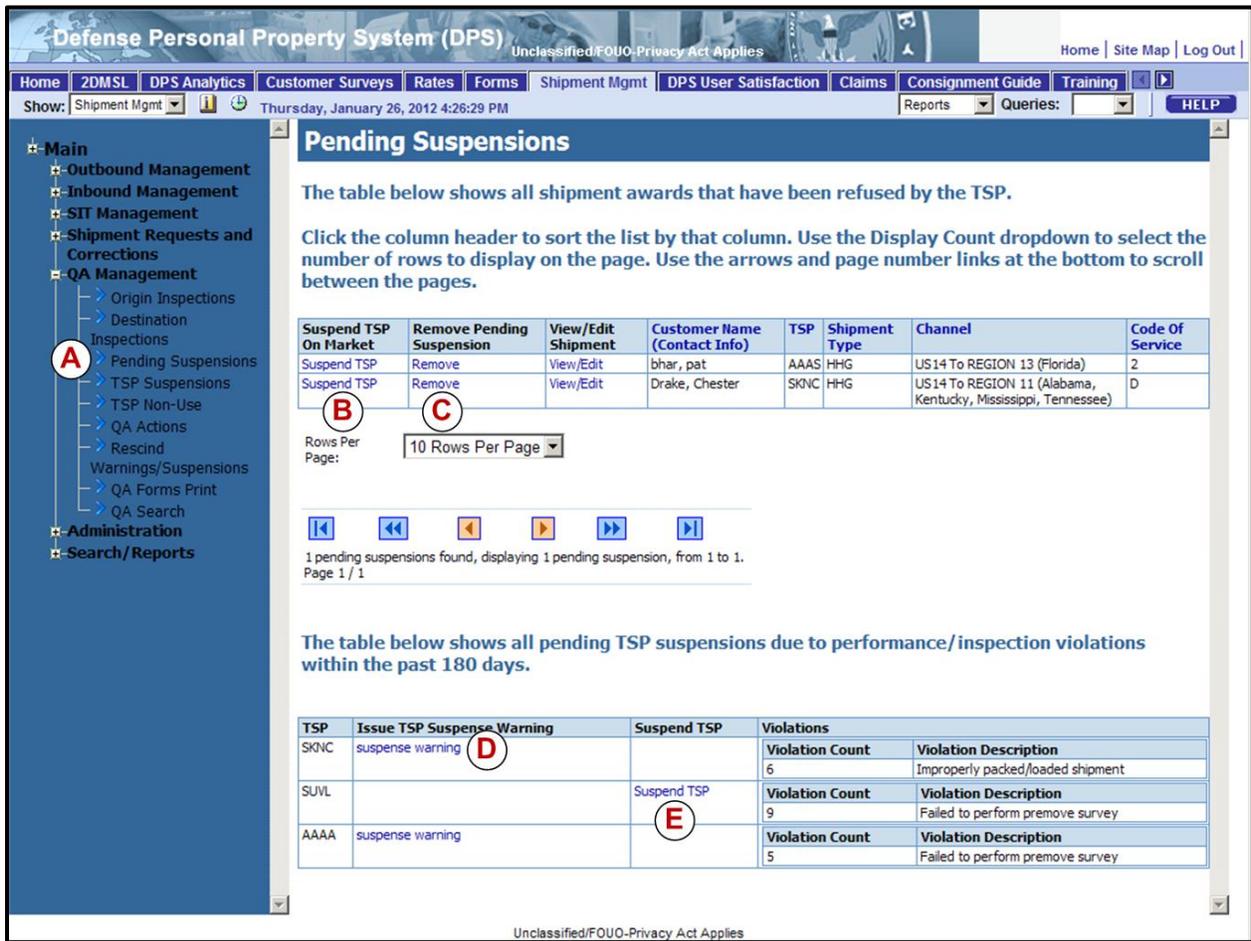


Figure 9-4. Pending Suspensions Queue (PPSO Quality Assurance User)

Figure 9-4 shows the Origin Inspections queue. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **QA Management** to expand the tree, then click the *Pending Suspensions* link to access the Pending Suspensions page.
- B. Click the *Suspend TSP* link to suspend a TSP for refusing a shipment (Section 9.3.1).
- C. Click the *Remove* link to remove a pending suspension (Section 9.3.2).
- D. Click the *suspense warning* link to send a TSP a DD1814 Letter of Warning (LOW) (Section 9.3.3).
- E. Click the *Suspend TSP* link to suspend a TSP due to performance/inspection violations (Section 9.3.4).

The Pending Suspensions page displays two tables. The upper table lists shipment awards that TSPs have refused. The lower table lists TSPs with three or more of the same performance or inspection violations in the past 180 days.

9.3.1 How to suspend a TSP for refusing a shipment award

Relevant Users: SDDC Quality Assurance, PPSO Quality Assurance, PPSO Outbound Supervisor, PPSO Transportation Officer, SDDC Qualifications

To suspend a TSP for refusing a shipment award, click the *Suspend TSP* link in the upper table (Figure 9-4, item B) and refer to Section 9.8.1.

9.3.2 How to remove a pending suspension

Relevant Users: SDDC Quality Assurance, PPSO Quality Assurance, PPSO Outbound Supervisor, PPSO Transportation Officer, SDDC Qualifications

To remove a pending suspension from a TSP that refused a shipment, click the *Remove* link (Figure 9-4, item C).

On the confirmation page, click the [Remove Pending Suspension](#) button. DPS removes the pending suspension and displays the Pending Suspensions page.

9.3.3 How to issue a Letter of Warning due to performance or inspection violations

Relevant Users: SDDC Quality Assurance, PPSO Quality Assurance, PPSO Outbound Supervisor, PPSO Transportation Officer, SDDC Qualifications

TSPs with three or more of the same performance or inspection violations within the last 180 days appear in the lower table. To issue a DD1814 Letter of Warning (LOW), click the *suspense warning* link (Figure 9-4, item D). DPS displays the TSP Suspense Warning page (Figure 9-5).

TSP Suspense Warning	
TSP Name:	STARCK INDUSTRIES, INC.
TSP SCAC:	SKNC
GBLOC:	AGFM
<p>This TSP has had 3 or more warnings for the same violation. Click the Generate Suspense Warning button below to issue the DD-1814 Suspense Warning to this TSP. The TSP will then have 20 days with which to respond.</p>	
Number of Violations (Past 180 Days)	Violation
6	Improperly packed/loaded shipment
<input type="button" value="Generate Suspense Warning"/>	
<input type="button" value="Back"/>	

Figure 9-5. TSP Suspense Warning Page

The TSP Suspense Warning page lists each violation and the number of violations the TSP has committed in the past 180 days. Click the [Generate Suspense Warning](#) button to continue. DPS generates the LOW (DD1814) and displays the TSP QA History page. Click the *Print DD-1814 Suspense Warning* link to view the form in .pdf format, or click the [Return To Pending Suspensions](#) button.

The warning appears in the TSP's TSP Warnings queue, and they have 20 days to respond.

9.3.4 How to suspend a TSP due to performance/inspection violations

Relevant Users: SDDC Quality Assurance, PPSO Quality Assurance, PPSO Outbound Supervisor, PPSO Transportation Officer, SDDC Qualifications

After issuing a DD Form1814 Letter of Warning (LOW) (Section 9.3.3), DPS displays the *Suspend TSP* link in the lower table. Click the *Suspend TSP* link to suspend a TSP due to performance or inspection violations, and follow the instructions in Section 9.4.3.

9.4 THE TSP SUSPENSION PAGE (SDDC USERS)

Figure 9-6. TSP Suspension Page (SDDC Quality Assurance User)

Figure 9-6 shows the TSP Suspension page. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **QA Management** to expand the tree, then click the *Place TSP into Suspense Status* link to access the TSP Suspension page.

Note: DPS also provides a *Place TSP into Suspense Status* link on the SDDC Operations Queue page (accessed by clicking the **Shipment Mgmt** tab).

- B. To suspend a TSP, enter the TSP's SCAC and then choose a suspension type:
 - Market (Section 9.4.1)
 - Channel-COS (Section 9.4.2)
 - GBLOC (Section 9.4.3)
- C. Select a GBLOC from the drop-down.

Suspended TSPs will not receive shipment awards for the channel, GBLOC, or market for which they are suspended while the suspension is in effect. At the end of the suspension period the TSP is automatically reinstated.

9.4.1 How to suspend a TSP on a market (SDDC users)

Relevant Users: SDDC Quality Assurance, SDDC Qualifications

SDDC users can suspend a TSP on an entire market. To do so, enter the TSP’s SCAC into the field and choose “Market” from the Suspense Type drop-down (Figure 9-6, item B). Choose a GBLOC from the lower drop-down (Figure 9-6, item C). Click the **Find TSP** button to continue. DPS displays the TSP Market-GBLOC Suspension page (Figure 9-7).

Figure 9-7. TSP Market-GBLOC Suspension Page

On the TSP Market-GBLOC Suspension page, choose a market from the drop-down, and then click the **Place TSP Into Suspension** button. DPS displays the Suspend TSP On Market-GBLOC page (Figure 9-8).

Figure 9-8. Suspend TSP On Market-GBLOC Page

On the Suspend TSP On Market-GBLOC page, choose a suspension option, either for an entire market or on the market, but only for shipments originating from the chosen GBLOC.

Note: The GBLOC is chosen on the TSP Suspension page (Figure 9-6, item C).

Complete the Suspension Begin Date, End Date, and Notes fields, and then click the **Suspend TSP** button to continue. DPS displays a confirmation page. Click the **Save and Continue** button to complete the suspension.

After suspending a TSP, DPS displays the Pullback TSP Shipments page. See Section 8.6 for more information.

9.4.2 How to suspend a TSP on a channel-COS (SDDC users)

Relevant Users: SDDC Quality Assurance, SDDC Qualifications

SDDC users can suspend a TSP on a channel and code of service (COS). To do so, enter the TSP's SCAC into the field and choose "Channel-COS" from the Suspense Type drop-down (Figure 9-6, item B). Choose a GBLOC from the lower drop-down (Figure 9-6, item C). Click the **Find TSP** button to continue. DPS displays the TSP Channel COS Suspension page (Figure 9-9).

Figure 9-9. TSP Channel COS Suspension Page

On the Suspend TSP Channel COS Suspension page, make selections from the Select Channel and Select Channel COS drop-downs, and then click the **Place TSP Into Suspension** button.

Figure 9-10. Suspend TSP On Channel-COS Page

On the Suspend TSP On Channel-COS page, complete the Suspension Begin Date, End Date, and Notes fields, and then click the **Suspend TSP For Channel-COS** button to continue. DPS displays a confirmation page. Click the **Save and Continue** button to complete the suspension.

After suspending a TSP, DPS displays the Pullback TSP Shipments page. See Section 8.6 for more information.

9.4.3 How to suspend a TSP on a GBLOC (SDDC users)

Relevant Users: SDDC Quality Assurance, SDDC Qualifications

SDDC users can suspend a TSP on a GBLOC. To do so, enter the TSP's SCAC into the field and choose "GBLOC" from the Suspense Type drop-down (Figure 9-6, item B). Choose a GBLOC from the lower drop-down (Figure 9-6, item C). Click the **Find TSP** button to continue.

On the TSP GBLOC Suspension page, click the **Place TSP Into Suspension** button to continue. DPS displays the Suspend TSP On GBLOC page (Figure 9-11).

Figure 9-11. Suspend TSP On GBLOC Page

Complete the Suspension Begin Date, End Date, and Notes fields, and then click the **Suspend For GBLOC** button to continue. DPS displays a confirmation page. Click the **Save and Continue** button to complete the suspension. DPS suspends the TSP on the GBLOC chosen on the TSP Suspension page (Figure 9-6, item C).

After suspending a TSP, DPS displays the Pullback TSP Shipments page. See Section 8.6 for more information.

9.4.4 How to pullback shipments due to TSP suspension (SDDC users)

Relevant Users: SDDC Quality Assurance, SDDC Qualifications

After suspending a TSP (Sections 9.4.1, 9.4.2, or 9.4.3), DPS displays the Pullback TSP Shipments page.

Figure 9-12. Pullback TSP Shipments Page

Click the *Print DD 1814 Suspension* link to open the Carrier Notice of Suspension form in Adobe PDF format. To a list of TSP suspensions, click the **Go to TSP Suspension Table** button. See Section 9.3 for more information on the Pending Suspensions queue.

To pull back shipments because of the suspension, click the **Pullback TSP Shipments** button. DPS displays the Pullback TSP Shipments page (Figure 9-13).

Pullback TSP Shipments												
TSP Name:		STARCK INDUSTRIES, INC.										
TSP SCAC:		SKNC										
<p>Pullback TSP Shipments for TSP SCAC SKNC for the AGFM gbloc. To pullback a TSP Shipment, just click the pullback link corresponding to the shipment.</p> <p>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.</p>												
Status	Pullback Shipment	View/Edit Shipment	Customer Name	Customer SSN	Orders Number	Requested Pack Date	Requested Pickup Date	Short Fuse	Shipment Type	Rate Type	Channel	Code Of Service
Offer Accepted and Presurvey Pending	suspensepullback	View/Edit	Drake, Chester	XXX-XX-7894	TRNG-ABCD01	2011-06-20	2011-06-20	Yes	HHG	STANDARD	US14 To REGION 13 (Florida)	D

Figure 9-13. Pullback TSP Shipments Page

The Pullback TSP Shipments page displays a list of shipments awarded to the TSP. To pull back a shipment due to the suspension, click the *suspensepullback* link. DPS displays the Shipment Pullback page. Click the **Pullback Shipment** button to continue.

The page refreshes and DPS displays the Pullback Reason text box. Complete the field and click the **Save and Continue** button to complete the pull back. On the summary page, click the **Return** button to return to the Pullback TSP Shipments page (Figure 9-13).

9.5 THE TSP NON-USE PAGE (SDDC USERS)

The process for placing a TSP into non-use status is identical to the suspension process. To access the TSP Non-Use page, click the plus sign [+] next to **QA Management** in the left navigation to expand the tree, then click the *Place TSP into Non-Use Status* link to access the TSP Non-Use page.

DPS also provides a *Place TSP into Non-Use Status* link on the SDDC Operations Queue page (accessed by clicking the **Shipment Mgmt** tab).

Follow the instructions in Section 9.4 to place a TSP into a non-use status.

Note: TSPs placed into non-use will not receive shipment awards for the channel, GBLOC, or market for which they are suspended while the suspension is in effect. TSPs in non-use must be manually reinstated before they will receive shipment awards. For instructions on reinstating TSPs, refer to Section 9.6.1.

9.6 THE TSP SUSPENSIONS QUEUE

The screenshot shows the 'TSP Suspensions' page in the Defense Personal Property System (DPS). The page title is 'TSP Suspensions' and it includes a navigation menu on the left. The main content area contains a table of suspended TSPs. The table has the following data:

Suspension Type	TSP	Suspension Start Date	Suspension End Date	Reinstatement TSP
suspended on market (dHHG)	VALV	2011-06-14	2011-07-29	
suspended on gbloc (AGFM)	KODA	2011-06-14	2011-06-30	Reinstatement TSP B

The page also includes a 'Rows Per Page' dropdown set to '10 Rows Per Page' and navigation buttons at the bottom. The page footer indicates '2 suspensions found, displaying 2 suspension, from 1 to 2. Page 1 / 1'.

Figure 9-14. The TSP Suspensions Queue (PPSO Quality Assurance User)

Figure 9-14 shows the TSP Suspensions queue. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **QA Management** to expand the tree, then click the *TSP Suspensions* link to access the TSP Suspensions page.

Note: DPS also provides a *Current Suspended TSPs* link to SDDC QA users on the SDDC Operations Queue page (accessed by clicking the **Shipment Mgmt** tab).

- B. Click the *Reinstatement TSP* link to reinstate a suspended TSP (Section 9.6.1).

9.6.1 How to reinstate a suspended TSP

Relevant Users: PPSO Quality Assurance, SDDC Quality Assurance, SDDC Qualifications

To reinstate a suspended TSP, click the *Reinstatement TSP* link (Figure 9-14, item B). Note that PPSO Quality Assurance users cannot reinstate TSPs suspended on a market. DPS displays the Reinstatement TSP page.

Complete the Reinstatement Reason field, and then click the **Reinstatement TSP** button to continue. DPS reinstates the TSP and displays a confirmation page. Click the **Return** button to return to the TSP Suspensions page (Figure 9-14).

9.7 THE TSP NON-USE QUEUE

The screenshot shows the 'TSP Non-Use' page in the Defense Personal Property System (DPS). The page title is 'TSP Non-Use'. Below the title, there is a message: 'The table below shows all TSPs that have been placed in a non-use status. 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.'

Suspension Type	TSP	Non Use Start Date	Non Use End Date	Reinstatement TSP
non-use on market (dHHG)	SHRK	2011-06-14	2011-06-30	Reinstatement TSP
non-use on gbloc (AGFM)	DOSS	2011-06-14	2011-06-30	Reinstatement TSP

Rows Per Page: 10 Rows Per Page

Navigation buttons: << < > >>

2 suspensions found, displaying 2 suspension, from 1 to 2. Page 1 / 1

Figure 9-15. TSP Non-Use Queue (SDDC Quality Assurance User)

Figure 9-15 shows the TSP Non-Use queue. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **QA Management** to expand the tree, then click the *TSP Non-Use* link to access the TSP Non-Use page.

Note: DPS also provides a *Current TSPs in Non-Use* link to SDDC QA users on the SDDC Operations Queue page (accessed by clicking the **Shipment Mgmt** tab).

- B. Click the *Reinstatement TSP* link to reinstate a TSP in a non-use status (Section 9.7.1).

9.7.1 How to reinstate a TSP in a non-use status

Relevant Users: SDDC Quality Assurance, SDDC Qualifications

To reinstate a TSP in non-use, click the *Reinstatement TSP* link (Figure 9-15, item B). DPS displays the Reinstatement TSP page.

Complete the Reinstatement Reason field, and then click the **Reinstatement TSP** button to continue. DPS reinstates the TSP and displays a confirmation page. Click the **Return** button to return to the TSP Non-Use page (Figure 9-15).

9.8 THE TSP SUSPENSION PAGE (PPSO USERS)

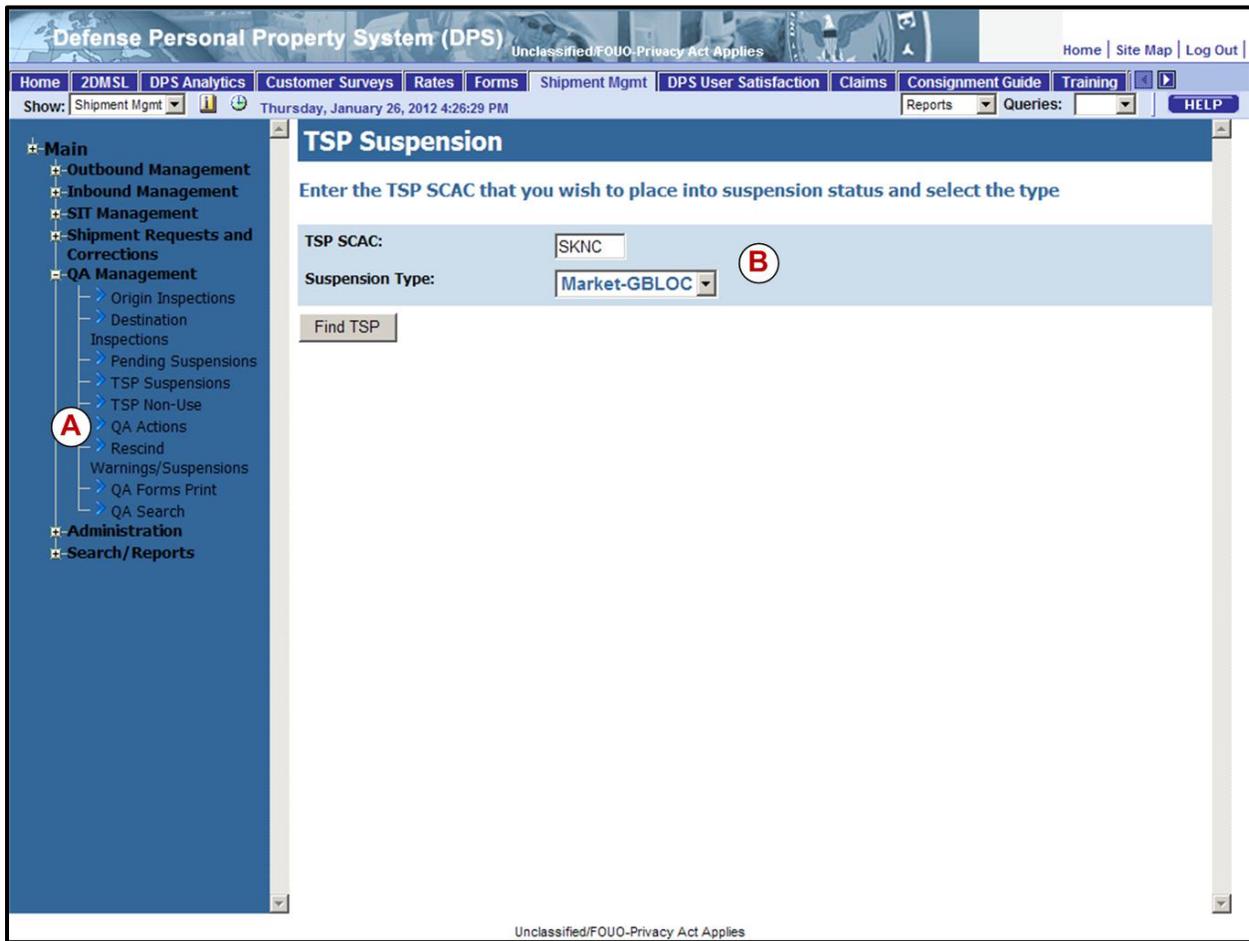


Figure 9-16. TSP Suspension Page (PPSO Quality Assurance User)

Figure 9-16 shows the TSP Suspension page. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **QA Management** to expand the tree, then click the *QA Actions* link to access the TSP Suspension page.
- B. To suspend a TSP, enter the TSP's SCAC and then choose a suspension type:
 - Market-GBLOC (Section 9.8.1)
 - Channel-COS (Section 9.8.2)
 - GBLOC (Section 9.8.3)

9.8.1 How to suspend a TSP on a market-GBLOC (PPSO users)

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer

PPSO users can suspend a TSP on a market for their own GBLOC. To do so, enter the TSP's SCAC into the field and choose "Market-GBLOC" from the Suspension Type drop-down (Figure 9-16, item B). Click the **Find TSP** button and follow the instructions in Section 9.4.1.

9.8.2 How to suspend a TSP on a channel-COS (PPSO users)

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer

PPSO users can suspend a TSP on a channel and code of service (COS). To do so, enter the TSP's SCAC into the field and choose "Channel-COS" from the Suspension Type drop-down (Figure 9-16, item B). Click the **Find TSP** button and follow the instructions in Section 9.4.2.

9.8.3 How to suspend a TSP on a GBLOC (PPSO users)

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer

PPSO users can suspend a TSP for their own GBLOC. To do so, enter the TSP's SCAC into the field and choose "GBLOC" from the Suspension Type drop-down (Figure 9-16, item B). Click the **Find TSP** button and follow the instructions in Section 9.4.3.

9.9 THE RESCIND WARNINGS/SUSPENSIONS SEARCH PAGE

The screenshot displays the "Rescind Warnings/Suspensions Search" page in the Defense Personal Property System (DPS). The page header includes navigation links like Home, Site Map, and Log Out, along with a date and time stamp. The left sidebar shows a tree view with "QA Management" expanded to "Rescind Warnings/Suspensions". The main content area contains a search form with the following fields: GBLOC (AGFM), TSP SCAC (SKNC), and Search Type (Warning or Suspension). A "Search" button is located below the form. Below the search form is a table with the following data:

TSP SCAC	Suspension Type	Suspension Note	Created Date	Created By	Action
SKNC	suspended on gbloc ()	Lost 4 shipments.	2011-06-16	sddc0128	view and rescind

The table also includes a "Rows Per Page" dropdown set to "100 Rows Per Page" and a status bar at the bottom indicating "1 records found, displaying 1 records, from 1 to 1. Page 1 / 1".

Figure 9-17. The Rescind Warnings/Suspensions Search Page (PPSO Quality Assurance User)

Figure 9-17 shows the Rescind Warnings/Suspensions Search page. The important elements in this queue are as follows:

- Click the plus sign [+] next to **QA Management** to expand the tree, then click the *Rescind Warnings/Suspensions* link to access the Rescind Warnings/Suspensions Search page.
- Enter a SCAC into the field, select a Search Type option (Warning or Suspension), and click the **Search** button.
- In the search results, click the *view and rescind* link to rescind a warning or suspension (Section 9.9.1).

9.9.1 How to rescind warnings and suspensions

Relevant Users: PPSO Quality Assurance, SDDC Quality Assurance, SDDC Operations, SDDC Qualifications

Users can rescind warnings, non-use statuses, and suspensions from the Rescind Warnings/Suspensions Search page. Enter a SCAC into the field and select a Search Type option (Warning or Suspension) (Figure 9-17, item B), and click the **Search** button. In the results, click the *view and rescind* link (Figure 9-17, item C). DPS displays the Rescind Warning/Suspension page.

Complete the **Rescindment Reason** field, and then click the Remove Suspension button to complete the action. DPS displays the TSP Suspension Rescinded page. Click the **Return** button to return to the Rescind Warnings/Suspensions Search page (Figure 9-17).

9.10 THE QA FORMS SEARCH PAGE

Figure 9-18. QA Forms Search Page (PPSO Quality Assurance User)

Figure 9-18 shows the QA Forms Search page. The important elements in this queue are as follows:

- Click the plus sign [+] next to **QA Management** to expand the tree, then click the *QA Forms Print* link to access the QA Forms Search page.
- To view origin and destination inspection forms (DD-1780), enter criteria into the top set of fields and click the **Search** button (Section 9.10.1).
- To view warning and suspense forms (DD-1814), enter criteria into the lower set of fields and click the **Search Suspense/Warnings** button (Section 9.10.2).

9.10.1 How to view origin and destination inspection forms (DD-1780)

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer, PPSO Claims, SDDC Managers, SDDC Quality Assurance, SDDC Operations, SDDC Qualifications, SDDC Rates, SDDC Trouble Call

Users can view origin and destination inspection forms (DD-1780) from the QA Forms Search page. Enter criteria into the top set of fields and then click the **Search** button (Figure 9-18, item B). DPS displays the search results (Figure 9-19).

Status	Print Origin DD1780	Print Destination DD1780	BL/GBL	Customer Name	Customer SSN	Origin PPSO	Destination PPSO	Required Delivery Date	Shipment Type	Channel	Code Of Service	TSP
Delivered Complete	Print DD1780	Print DD1780	CLPK0000013	Drake, Chester	XXX-XX-7894	CLPK	AGFM	2011-07-29	HHG	US49 To REGION 9 (Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)	D	SKNC

Figure 9-19. QA Forms Search Results Page

Click the Customer's name to view contact information. To view the origin or destination inspection form, click the appropriate *Print DD1780* link. The form opens as an Adobe PDF document.

9.10.2 How to view warning and suspension forms (DD-1814)

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer, PPSO Claims, SDDC Managers, SDDC Quality Assurance, SDDC Operations, SDDC Qualifications, SDDC Rates, SDDC Trouble Call

Users can view TSP warning and suspension forms (DD-1814) from the QA Forms Search page. Complete the SCAC and Days fields and click the **Search Suspense/Warnings** button (Figure 9-18, item C). DPS displays the warning search results (Figure 9-20).

TSP	Warning Date	Warning Description	Print Suspense Warning (DD-1814)	BL/GBL
SKNC	2011-06-15		Print DD1814	CLPK0000012
SKNC	2011-06-15		Print DD1814	CLPK0000011
SKNC	2011-06-15		Print DD1814	CLPK0000013

Figure 9-20. Warning Search Results Page

The warning search results show all warning and suspension forms (DD-1814) from the last X days where X is the number of days entered on the previous page. Note that warnings drop off after 180 days. To view a suspense/warning form, click the *Print DD1814* link. The form opens as an Adobe PDF document.

9.11 THE QA SEARCH PAGE

The QA Search page allows users to enter origin and destination inspection reports. The QA Search page provides two methods to search for shipments: by GBL Number and Customer Name (Section 9.11.1) or by Date Range (Section 9.11.2).

9.11.1 How to search for shipments by GBL number and Customer name

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer, PPSO Claims, SDDC Managers, SDDC Quality Assurance SDDC Operations, SDDC Qualifications, SDDC Rates, SDDC Trouble Call

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

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Customer Surveys Rates Forms Shipment Mgmt **DPS User Satisfaction** Claims Consignment Guide Training

Show: Shipment Mgmt Thursday, January 26, 2012 4:26:29 PM Reports Queries: HELP

QA Search

To find the shipment(s) with which you want to create or edit an origin/destination inspection, you must first select search criteria from the list below. If you chose to search by GBL Number and/or First/Last Name you must select the type of inspection (origin/destination) you wish to create. If your choice is to search by Date Range you must select the type of inspection and inspection status (with inspection/without inspection). Based on your search criteria DPS will display the applicable shipment(s).

Note: A shipment is only available for an inspection after the shipment is accepted by a TSP. The search will not return the shipments unavailable for an inspection.

Search By: GBL Number and Customer Name Date Range

Inspection Type to Create: Origin Inspection Destination Inspection

GBL:

First Name:

Last Name:

Figure 9-21. QA Search by GBL Number and Customer Name (PPSO Quality Assurance User)

Figure 9-21 shows the QA Search page. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **QA Management** to expand the tree, then click the *QA Search* link to access the QA Search page.
- B. By default, the GBL Number and Customer Name option is selected for the Search By method. This selection determines the search fields that DPS displays (item D).
- C. Select an inspection type option, either origin or destination. This selection determines the type of inspection report (origin or destination) that can be entered.
- D. Enter search criteria into the field and then click the **Search** button. DPS displays the search results (Section 9.11.3).

9.11.2 How to search for shipments by date range

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer, PPSO Claims, SDDC Managers, SDDC Quality Assurance SDDC Operations, SDDC Qualifications, SDDC Rates, SDDC Trouble Call

Figure 9-22. QA Search by Date Range (PPSO Quality Assurance User)

Figure 9-22 shows the QA Search page. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **QA Management** to expand the tree, then click the *QA Search* link to access the QA Search page.
- B. Select Date Range for the Search By method. This selection determines the search fields that DPS displays (item E).
- C. Select an inspection type option, either origin or destination. This selection determines the type of inspection report (origin or destination) that can be entered.
- D. Select an option for Shipment Inspection Status to limit the search results to either shipments where no inspections have been entered (Without Inspection) or shipments where an inspection has been previously entered (With Inspections).
- E. Enter a date range into the fields and then click the **Search** button. DPS displays the search results (Section 9.11.3).

9.11.3 How to enter an inspection from the QA Search results

Relevant Users: PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer, SDDC Quality Assurance, SDDC Qualifications

After clicking the **Search** button (Figure 9-22, item D or Figure 9-22, item E), DPS displays all shipments that match the search criteria. Click the *Enter New Inspection* link and then follow the instructions in Section 9.1.1 to enter a new inspection report.

10 ADMINISTRATION

The Administration area of Shipment Management allows PPSO users to toggle DPS's Automatic Route/Book functionality as well as perform data fixes.

10.1 THE AUTOMATIC ROUTE/BOOK PAGE

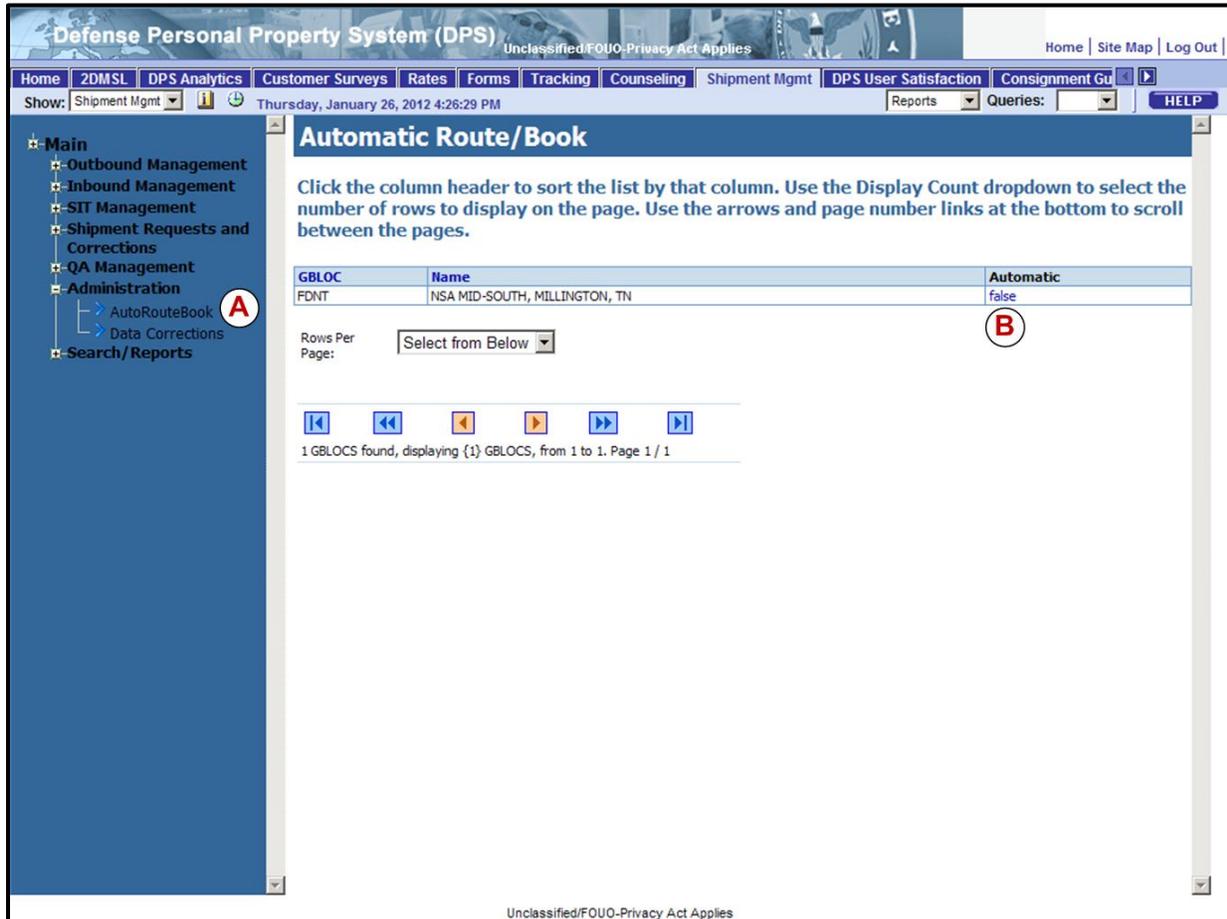


Figure 10-1. Automatic Route/Book Page (PPSO Outbound Supervisor User)

Figure 10-1 shows the Automatic Route/Book page. The important elements on this page are as follows:

- A. Click the plus sign [+] next to **Administration** to expand the tree, then click the *AutoRouteBook* link to access the Automatic Route/Book page.
- B. Click the Automatic status link (*false* in the example in Figure 10-1) to toggle the Automatic Route/Book feature.

DPS provides an Automatic Route/Book feature that automatically routes and awards shipments. By default, the Automatic Route/Book feature is disabled. PPSO Outbound Supervisor users have the capability to toggle on and off Automatic Route/Book for their GBLOC. PPSO Outbound, PPSO Inbound, PPSO Quality Assurance, and PPSO Claims users can view the status of Automatic Route/Book but cannot toggle it.

The Automatic Route/Book page (Figure 10-1) displays the status of the feature. A status of “false” means that the Automatic Route/Book feature is disabled, while a status of “true” means that the feature is enabled.

The Automatic Route/Book functionality routes and awards shipments that sit in the Route queue for 24 hours. Even when Automatic Route/Book is enabled, there are rare scenarios in which DPS cannot automatically route and award a shipment. If there is a possibility that the shipment can be routed as a COS 5, T, or J DPS will not exercise the ARB function since the PPSO must first select the POE and POD. It is therefore advisable to monitor the Route queue even if Automatic Route/Book is enabled.

10.1.1 How to turn on the Automatic Route/Book feature

Relevant Users: PPSO Outbound Supervisor

To enable the Automatic Route/Book feature, click the *false* link (Figure 10-1, item B). DPS displays the Automatic Route/Book Edit page. Click the **Turn On** button. DPS enables Automatic Route/Book and returns to the Automatic Route/Book page where the status has changed to “true.”

10.1.2 How to turn off the Automatic Route/Book feature

Relevant Users: PPSO Outbound Supervisor

To disable the Automatic Route/Book feature, click the *true* link. DPS displays the Automatic Route/Book Edit page. Click the **Turn Off** button. DPS disables Automatic Route/Book and returns to the Automatic Route/Book page where the status has changed to “false.”

10.2 ADMINISTRATIVE SHIPMENT DATA CORRECTIONS

The figure consists of two screenshots of the Defense Personal Property System (DPS) interface. The top screenshot shows the 'Administrative Shipment Data Corrections' page. The left sidebar has a tree view with 'Administration' expanded to 'Data Corrections' (marked with a red circle 'A'). The main content area has a search form with fields for 'BL Number' (containing 'AGFM0000117'), 'Customer SSN', and 'Customer LName', and a 'Search' button (marked with a red circle 'B'). The bottom screenshot shows the 'Data Corrections - Search Results' page. The left sidebar has 'Data Corrections' selected (marked with a red circle 'C'). The main content area displays search results for 'DestinationGBLOC=CLPK' and 'GBLNumber=AGFM0000117'. A table shows one result for BL/GBL AGFM0000117, Customer Name Wiggin, Andrew, with a 'perform data correction' link. Below the table are navigation buttons and a status message: '1 Shipments found, displaying 1 shipments, from 1 to 1. Page 1 / 1'.

Figure 10-2. Administrative Shipment Data Corrections (PPSO Inbound User)

Figure 10-2 shows the Administrative Shipment Data Corrections queue on the Data Corrections – Search Results page. This queue differs from other queues in Shipment Management in that users must perform a search before any records appear in the queue. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Administration** to expand the tree, then click the *Data Corrections* link to access the Administrative Shipment Data Corrections page.
- Enter criteria into the fields and then click the button to populate the queue.
- Click the *perform data correction* link to reverse the status of the shipment (Section 10.2.1).

The Administrative Shipment Data Corrections page allows users to reverse the status of a shipment. This process is known as a “data correction.” Use a data correction to “undo” an action if the action was a mistake.

10.2.1 How to reverse the status of a shipment

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, SDDC Operations

To reverse the status of a shipment, click the *perform data correction* link (Figure 10-2, item C). DPS displays the Administrative Shipment Data Corrections page.

Shipment Status Audit Trail				
Index	Status	Changed By	Comment	Change Date
1	In Counseling, Review	supe0057		26-Aug-2010 14:45:54
2	Reviewed by Counselor and Approved to go to Route/Book	supe0057		26-Aug-2010 14:48:37
3	Transportation Service Provider (TSP) Selection	supe0057		26-Aug-2010 14:49:31
4	Offered	supe0057		26-Aug-2010 14:50:18
5	Offer Accepted and Presurvey Pending	tspm0137		26-Aug-2010 14:50:36
6	Presurvey Done	tspm0137		26-Aug-2010 14:50:52
7	Intransit	tspm0137		26-Aug-2010 14:51:34
8	Arrived	inbo0225		26-Aug-2010 14:53:21
9	In Storage-in-Transit (SIT) at Destination	inbo0225		26-Aug-2010 14:54:56

Figure 10-3. Shipment Status Audit Trail

The Shipment Status Audit Trail block (Figure 10-3) displays the status history of the shipment and the user that made the change.

Available Data Correction Choices			
Corrective action	Description	Shipment State Reversed To:	What data can be re-entered, if needed
<input checked="" type="radio"/> Undo SIT@Dest	The SIT@Dest record(s) and all associated data will be deleted	Arrived	SIT@Dest, Delivery
<input type="radio"/> Undo SIT@Dest and Arrival	The SIT@Dest and Arrival record(s) and all associated data will be deleted	Intransit	Arrival, SIT@Dest, Split, Delivery

Back Proceed with selected action

Figure 10-4. Available Data Correction Choices

The Available Data Correction Choices block (Figure 10-4) displays a list of corrective actions available for the shipment. Note that the corrective actions in this list vary depending on the status of the shipment. The table in the Available Data Correction Choices block contains the following column headings:

- **Corrective action** – The action to be performed.
- **Description** – A description of the corrective action.
- **Shipment State Reversed To** – The status of the shipment after performing the corrective action.
- **What data can be re-entered, if needed** – A list of actions that can be performed on the shipment after the corrective action occurs.

Select a corrective action by clicking its option button, and then click the **Proceed with selected action** button to continue. DPS displays a confirmation page. Enter the reason for the data correction into the field provided, and then click the **Save and Continue** button to commit the data correction.

Note that PPSO Outbound users may perform corrective actions on a shipment if the shipment’s status is “Pullback and Cancel.”

Shipment Status Audit Trail				
Index	Status	Changed By	Comment	Change Date
1	In Counseling, Review	supe0057		26-Aug-2010 14:45:54
2	Reviewed by Counselor and Approved to go to Route/Book	supe0057		26-Aug-2010 14:48:37
3	Transportation Service Provider (TSP) Selection	supe0057		26-Aug-2010 14:49:31
4	Offered	supe0057		26-Aug-2010 14:50:18
5	Offer Accepted and Presurvey Pending	tspm0137		26-Aug-2010 14:50:36
6	Presurvey Done	tspm0137		26-Aug-2010 14:50:52
7	Intransit	tspm0137		26-Aug-2010 14:51:34
8	Arrived	inbo0225		26-Aug-2010 14:53:21
9	In Storage-in-Transit (SIT) at Destination	inbo0225		26-Aug-2010 14:54:56
10	Arrived	ADM_DTFX_ppso0165		10-Jun-2011 21:44:17

Figure 10-5. Shipment Status Audit Trail

DPS reverses the status of the shipment and adds a new entry to the Shipment Status Audit Trail (Figure 10-5). DPS adds the prefix “ADM_DTFX_” to the user name in the Changed By column to indicate that the status change is the result of an Administrative Data Fix.

Note: There is no “undo” option for data corrections. If a data correction was performed in error, simply advance the shipment through the normal shipment process.

11 SEARCH/REPORTS

The Search/Reports portion of Shipment Management allows users to search for shipments and print forms. The Search/Report section also provides a link to the shipment allocation report.

11.1 THE SEARCH FOR SHIPMENTS PAGE

The screenshot shows the 'Search For Shipments' page in the Defense Personal Property System (DPS). The page has a blue header with the system name and navigation links. A left-hand navigation menu is expanded to show 'Search/Reports' and 'Find Shipments/Customer'. The main content area contains a search form with the following fields:

- BL Number:
- Customer SSN:
- Customer LName:
- Orders Number:
- Origin GBLOC/GBLOC Name:
- Destination GBLOC/GBLOC Name:
- 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):
- Destination State Code (US Deliveries Only):

A 'Search' button is located at the bottom of the form. Annotations A and B are placed on the page: A is next to the 'Find Shipments/Customer' link in the navigation menu, and B is next to the 'Search' button.

Figure 11-1. Search For Shipments Page (PPSO Outbound User)

Figure 11-1 shows the Search For Shipments page. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Search/Reports** to expand the tree, then click the *Find Shipments/Customer* link to access the Search For Reports page.
- Enter criteria into one or more of the fields and then click the **Search** button.

The Search For Shipments page provides a means to search for a shipment or a set of shipments. Complete one or more fields and then click the **Search** button. The Search Results page lists all matching shipments and their statuses. To modify a shipment, click the *View/Edit* link (or *View* link for read-only). Refer to Section 4.3 for more information on the View/Edit Shipment Information page.

11.2 THE OPERATIONS REPORTS PAGE

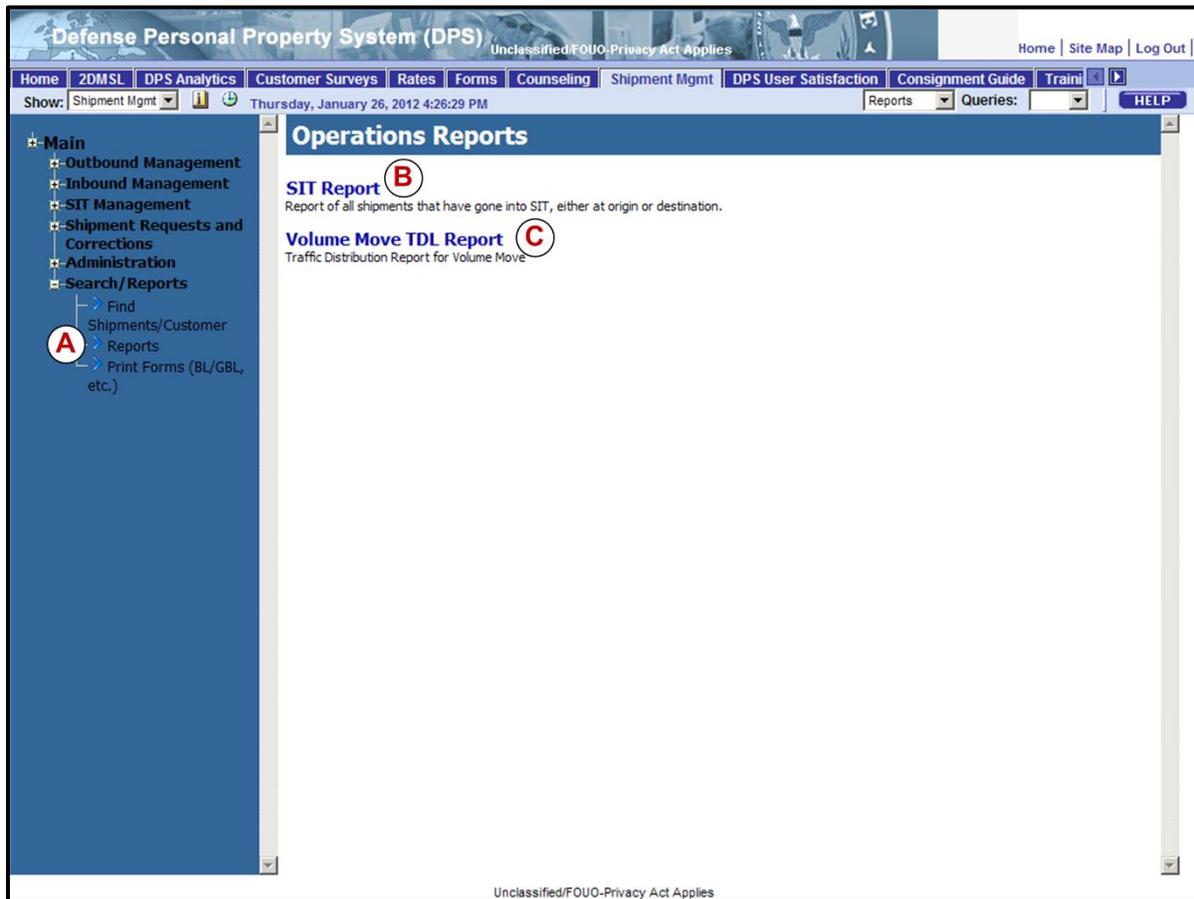


Figure 11-2. Operations Reports Page (PPSO Outbound User)

Figure 11-2 shows the Operations Reports page. The important elements in this queue are as follows:

- A. Click the plus sign [+] next to **Search/Reports** to expand the tree, then click the *Reports* link to access the Operations Reports page.
- B. Click the *SIT Report* link to view a report of all shipments that have gone into SIT, either at origin or destination (Section 11.2.1).
- C. Click the *Volume Move TDL Report* link to view the Traffic Distribution Report for Volume Moves (Section 11.2.2).

11.2.1 How to view the Shipment SIT Report

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance, PPSO Transportation Officer, PPSO Claims, SDDC Managers, SDDC Quality Assurance, SDDC Operations, SDDC Qualifications, SDDC Rates, SDDC Trouble Call

The Shipment SIT Report lists all shipments with a status of “Delivered Complete” and that were in Storage-in-Transit (SIT) at origin, destination, or both. Click the *SIT Report* link (Figure 11-2, item B) to view the Shipment SIT Report (Figure 11-3).

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 Conversion Date	SIT Aut
AGFM0000189	HHG	STANDARD	Wiggin, Andrew	D	111540005	SUVL	RAY HILL & SONS MOVING & STORAGE, INC.	View SIT Location	2000	2011-06-03	2011-06-06	2011-07-29		90

Figure 11-3. Shipment SIT Report

Scroll the report to the right to see more information about the record. To view SIT facility details, click the *View SIT Location* link.

11.2.2 How to view the Volume Move TDL Report

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Quality Assurance, PPSO Transportation Officer, SDDC Managers, SDDC Quality Assurance, SDDC Operations, SDDC Qualifications, SDDC Rates, SDDC Trouble Call

The Volume Move TDL Report displays Traffic Distribution Lists (TDL) for Volume Moves. Click the *Volume Move TDL Report* link (Figure 11-2, item C). DPS displays the Search For Volume Moves page. Make selections from the Performance Period and Rate Cycle drop-downs, and then click the **Search** button to generate the report. DPS displays the search results (Figure 11-4).

Volume Move Search Results					
To view the Traffic Distribution List for a Volume Move, click the link on the Volume Move record.					
Number	Status	Origin	Destination	Move Start Date	Move End Date
VM-11-0139	Closed	CHELMSFORD, MA UNITED STATES	BOSTON, MA UNITED STATES	Apr 11, 2011	Apr 28, 2011
VM-11-0144	Closed	WILMINGTON, DE UNITED STATES	FT BELVOIR, VA UNITED STATES	Apr 7, 2011	Apr 11, 2011
VM-11-0155	Accepted	ALABAMA, NY UNITED STATES	LOS ANGELES, CA UNITED STATES	May 16, 2011	Jun 15, 2011

Figure 11-4. Volume Move TDL Search Results

The Volume Move Search Results page provides a summary of the Volume Moves that match the search criteria. Click the *Volume Move* number link (e.g., *VM-11-0155*) to view the traffic distribution details for the Volume Move (Figure 11-5).

Volume Move Traffic Distribution Lists								
Volume Move Number	Channel Type	Market	Origin Rate Area	Destination Rate Area	COS	Rate Cycle Type	Rate Cycle Start Date	Rate Cycle End Date
VM-11-0155	CONUS_CONUS	dHHG	US17	REGION 2	2	DM	15-May-2010	15-May-2011
SCAC	Performance Score	BVS Score	Rank	Max Daily Weight	Standard Weight Awarded	Short-Fuse Weight Awarded	Admin Weight Awarded	Total Weight Awarded
AAAA	65.6607	94.3350	1	40000.0000	200.0000			200.0000
ATVN	20.0000	50.0000	2	40000.0000	200.0000			200.0000
EVLN	20.0000	49.6250	4	40000.0000	200.0000			200.0000
CFOW	20.0000	49.9375	3	40000.0000	200.0000			200.0000

Figure 11-5. Volume Move Traffic Distribution Lists Page

11.3 THE PRINT FORMS PAGE

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

Home 2DMSL DPS Analytics Customer Surveys Rates Forms Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Traini

Show: Shipment Mgmt Thursday, January 26, 2012 4:26:29 PM Reports Queries: HELP

Print Forms

Enter the BL Number, Orders Number, Customer Last Name or Customer SSN below to find the shipment you wish to work on. Searches are automatically done with wildcard.

BL Number:

Orders Number: **B**

Customer LName:

Customer SSN:

Search

Search Results

Status	Print Origin DD1780	Print Destination DD1780	Print BL/GBL (SF1203)	Print GBL Correction (SF1200)	Print Trans Control / Movement (DD1384)	Print Reweigh (DD1671)	Print Inventory for House Trailer (DD1412)	Print PPM Application (DD2278)	View Shipment	BL/GBL	Customer Name	Customer SSN
Delivered Complete	Print DD1780	Print DD1780	Print SF1203	Print SF1200	Print DD1384	Print DD1671	Print DD1412		View	AGFM0000073	Drake, Chester	X0 78
Personally Procured Move (PPM) Awaiting Closeout								Print DD2278	View		Drake, Chester	X0 78

2 Shipments found, displaying 2 shipments, from 1 to 2. Page 1 / 1

Unclassified//FOUO-Privacy Act Applies

Figure 11-6. Print Forms Page (PPSO Outbound User)

Figure 11-6 shows the Operations Reports page. The important elements in this queue are as follows:

- Click the plus sign [+] next to **Search/Reports** to expand the tree, then click the *Print Forms (BL/GBL, etc.)* link to access the Print Forms page.
- Enter criteria into one or more of the fields and then click the **Search** button.
- Click the form number link (e.g., *Print DD1780*) to view the in Adobe PDF format (Section 11.3.1).

11.3.1 How to print forms

Relevant Users: PPSO Outbound, PPSO Outbound Supervisor, PPSO Inbound, PPSO Quality Assurance, PPSO Transportation Officer, PPSO Claims, SDDC Managers, SDDC Quality Assurance, SDDC Operations, SDDC Qualifications, SDDC Rates, SDDC Trouble Call

To view a form, click the form's number link (e.g., *Print DD1780*) (Figure 11-6, item C). DPS displays the form in Adobe Portable Document Format (PDF). PDF reading software is required in order to view or print forms. If necessary, visit <http://www.adobe.com/reader> to download Adobe Reader software.

The following forms are available to view and print from the Print Forms page. Note that a shipment's status determines which of these can be generated.

- DD1780 – Shipment Evaluation and Inspection Record form used for Origin and Destination inspections.
- SF1203 – Bill of Lading (BL)/Government Bill of Lading (GBL).
- SF1200 – GBL Correction.
- DD1384 – Transportation Control and Movement Document.
- DD1671 – Reweigh of Personal Property form.
- DD1412 – Inventory of Articles Shipped in House Trailer.
- DD2278 – Application for Do It Yourself Move and Counseling Checklist. Used for Personally Procured Moves (PPM).

12 SDDC REGIONAL STORAGE MANAGEMENT OFFICE (RSMO)

The SDDC RSMO is responsible for conducting warehouse inspections and creating, editing, and generating hard copies of the warehouse inspection report. Log into DPS as a SDDC RSMO user and click the **Shipment Mgmt** tab. The SDDC RSMO user has a different view of Shipment Management than other users (Figure 12-1).

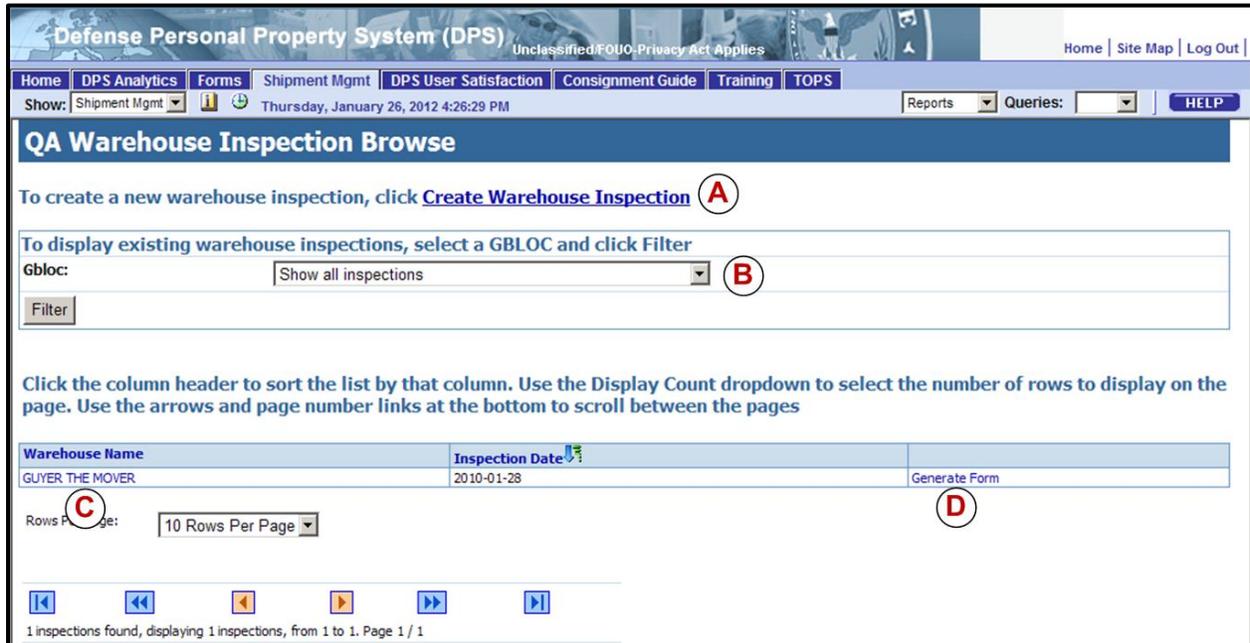


Figure 12-1. QA Warehouse Inspection Browse (SDDC RSMO User)

Figure 12-1 shows the QA Warehouse Inspection Browse page. This is the section of Shipment Management that the SDDC RSMO can access. The important elements in this queue are as follows:

- A. Click the *Create Warehouse Inspection* link to enter a new warehouse inspection (Section 12.1).
- B. Select a GBLOC from the drop-down, and then click the **Filter** button to view the inspections for that GBLOC. To view all inspections, select “Show all inspections” from the drop-down.
- C. Click the warehouse name link (e.g., *GUYER THE MOVER*) to view or modify an inspection.
- D. Click the *Generate Form* link to generate the Warehouse Inspection Report in PDF format (Section 12.1).

12.1 HOW TO CREATE A WAREHOUSE INSPECTION

Relevant User: SDDC RSMO

To create a new warehouse inspection report, click the *Create Warehouse Inspection* link (Figure 12-1, item A) at the top of the page. DPS displays the QA Warehouse Inspection Create/Edit page (Figure 12-2).

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | Forms | Shipment Mgmt | DPS User Satisfaction | Claims | Consignment Guide | Training

Show: Shipment Mgmt

Reports | Queries:

QA Warehouse Inspection Create/Edit

Inspection Type:

Date of Inspection (yyyy-mm-dd)*: 2007-04-02

Contractor/Carrier:

Address 1:

Address 2:

City/State/Zip:

Warehouse *: 123 JOHNSON S/M CO. DBA JOHNSON S/M Select GBLOC from below to filter warehouses

Fire System/Class:

Lots:

Weight:

Contract Reference Number:

Status *:

Current Contract or Tender of Service on File:

Pre and post storage services

Unauthorized equipment in use: <input type="checkbox"/>	Unauthorized cartons and packaging used: <input type="checkbox"/>	Improper packing/sealing/marketing of cartons: <input type="checkbox"/>
Pickup service not accomplished on time: <input type="checkbox"/>	Improper loading/unloading of van or pallet: <input type="checkbox"/>	Disassembled parts not packaged/inventoried: <input type="checkbox"/>
Inventory stickers on finished surfaces: <input type="checkbox"/>	Improper appliance servicing/labeling: <input type="checkbox"/>	Smoking observed at residence: <input type="checkbox"/>
Employees on duty not efficient/neat: <input type="checkbox"/>	Origin premises not left in good order: <input type="checkbox"/>	Designation services improperly performed: <input type="checkbox"/>
Deviations to service order: <input type="checkbox"/>	Delivery service not accomplished on: <input type="checkbox"/>	

Figure 12-2. QA Warehouse Inspection Create/Edit Page

Complete the appropriate fields to enter the inspection. Note that fields with an asterisk (*) are required fields.

Note: Use the filter to narrow down the Warehouse drop-down list to a specific GBLOC. To use the filter, select the desired GBLOC from the drop-down list (Figure 12-2), then click the button.

After completing the inspection, click the button (not shown). DPS records the inspection and displays the QA Warehouse Inspection Browse page.

APPENDIX A SHIPMENT MANAGEMENT ACCESS

The following table lists access to the Shipment Management module for Government users where “R” means the user has read-only access and “U” means the user has update access. For more information on a functional area, refer to the sections listed in the table.

	PPSO Outbound	PPSO Outbound Supervisor	PPSO Inbound	PPSO Quality Assurance	PPSO TO	PPSO Claims	SDDC Managers ¹	SDDC Quality Assurance ¹	SDDC Operations ¹	SDDC Qualifications	SDDC Rates	SDDC RSMO	SDDC Trouble Call
Outbound Management – Section 5													
Route Shipments	U	U		R	R		R	R	R	R	R		R
Award Shipments	U	U		R	R		R	R	R	R	R		R
Premove Surveys Pending	U	U		U	R		R	R	R	R	R		R
Preapprovals Pending	U	U		U	R								
Outbound Shipments	U	U		R	R		R	R	R	R	R		R
SIT@Origin	U	U		R	R								
Inbound Management – Section 6													
Inbound Shipments			U	R	R		R	R	R	R	R		R
PPM Closeouts	R	R	U		R		R	R	R	R	R		R
Preapprovals Pending			U	U	R								
SIT@Destination			U	R	R								
Excess Cost	R		U	R	R		R	R	R	R	R		R
SIT Management – Section 7													
SIT@Origin	U	U		R	R		R	R	R	R	R		R
SIT@Destination			U	R	R		R	R	R	R	R		R
SIT Expirations	U	U	U	R	R		R	R	R	R	R		R
Shipment Requests and Corrections – Section 8													
Customer Requests	U	U	U	R	R								
TSP Requests	U	U	U	U	U								
Request Reweigh	U	U	U	U	R								
Monitor Reweighs	U	U	U	U	R								
Diversion	U	U	U		R								
Pullback	U	U							R				

	PPSO Outbound	PPSO Outbound Supervisor	PPSO Inbound	PPSO Quality Assurance	PPSO TO	PPSO Claims	SDDC Managers ¹	SDDC Quality Assurance ¹	SDDC Operations ¹	SDDC Qualifications	SDDC Rates	SDDC RSMO	SDDC Trouble Call
Cancellation/Termination	U	U	U		R								
QA Management – Section 9													
Origin Inspections		U		U	U			U		U			
Destination Inspections				U	U			U		U			
Pending Suspensions		U		U	U	R	R	U	R	U	R		R
Place TSP into Suspense Status								U		U			
Place TSP into Non-Use Status								U		U			
TSP Suspensions		R		U ²	R	R	R	U	R	U	R		R
TSP Non-Use		R		R	R	R	R	U	R	U	R		R
QA Actions		U		U	U								
Rescind Warnings/Suspensions				U ²	R	R	R	U	U	U			R
QA Forms Print		R		R	R	R	R	R	R	R	R		R
QA Search		U		U	U	R	R	U	R	U	R		R
Administration – Section 10													
AutoRouteBook	R	U	R	R	R								
Data Corrections	U	U	U						U				
Search/Reports – Section 11													
Find Shipments/Customer	R	R	R	R	R	R	R	R	R	R	R		R
Reports	R	R	R	R	R	R	R	R	R	R	R		R
Print Forms (BL/GBL, etc.)	R	R	R	R	R	R	R	R	R	R	R		R
QA Warehouse Inspection Browse – Section 12													
QA Warehouse Inspection												U	

- 1. Includes SDDC Europe and SDDC Pacific user roles
- 2. For own GBLOC only

APPENDIX B CODES OF SERVICE

Refer to the following table for Code of Service (COS) definitions when routing shipments as outlined in Section 5.1.1.

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.
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.
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.
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 C USING THE VIEW/EDIT SHIPMENT INFORMATION PAGE

The View/Edit Shipment Information page (or View Shipment Information page for users with read-only access) provides a concise and comprehensive view of a shipment record. DPS provides access to the View/Edit Shipment Information page through the *View/Edit* link (Figure 4-2, item D) found throughout the Shipment Management module. The sections that follow describe how to update the elements unique to the View/Edit Shipment Information page.

Note: The information that can be modified from the View/Edit Shipment Information page varies based on user role and the status of the shipment.

General Updating Guidelines

The View/Edit Shipment Information page is divided into a series of blocks that group information by type. The image below shows the Orders Information block from the View/Edit Shipment Information page.

Orders Information:		Edit Orders
Orders Number:	TRNG-1234	
Orders Date:	May 26, 2011	

To update the information in this block, click the *Edit {X}* link where {X} is specific to each block. For the Orders Information block in the example above, the link is *Edit Orders*. On the edit page that appears, update the information as necessary and then click the Update {X} button where {X} is specific to each block. For this example, the button is labeled Update Orders Information.

Follow this basic process for the following information blocks:

- Primary Information
- Customer Contact Information
- Orders Information
- SIT Authorized Days (from Counseling)
- Location Information*
- SIT Information*
- Split Shipments
- View/Edit Excess Cost
- Shipment Dates
- Weights
- Channel/Code Of Service
- Shipment Inspections*
- Shipment Containers
- Delivery Information*
- Special Items?
- View/Edit PPM Closeout
- General Remarks

* Indicates that the information block contains line items. Click the *Edit* link for a line item to edit that line item.

How to edit Line of Accounting Information

Line of Accounting Information is entered at the time of Counseling. Click the *Edit LOA* link to modify the Line of Accounting Information. DPS displays the Edit LOA Information page.

Update the fields as necessary and click the Validate button. If the validation is successful, click the Ok button to save the changes and return to the View/Edit Shipment Information page.

If the validation fails, DPS displays a validation error shown below.

APPENDIX D ACRONYMS

Acronym	Description
ACR	Actual Cost Reimbursement
AIN	Authorized Identification Number
AMC	Air Mobility Command
BL	Bill of Lading
BLUEBARK	Indicates a shipment for a deceased Service Member
BOTO	Boat One-Time-Only
BVS	Best Value Score
COS	Code of Service
DCN	Document Control Number
dHHG	Domestic Household Goods
DoD	Department of Defense
DPM	Direct Procurement Method
DPS	Defense Personal Property System
ETA	Electronic Transportation Acquisition
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
HHGS	Household Goods
ID	Identification
IVR	Interactive Voice Recognition
JPMO	Joint Program Management Office
LOA	Line of Accounting
LOS	Letter of Suspension
LOW	Letter of Warning
MDC	Movement Designator Code
MOTO	Mobile One-Time-Only
NTS	Non-Temporary Storage
OTO	One-Time-Only
PDF	Portable Document Format
PPM	Personally Procured Move
PPSO	Personal Property Shipping Office
QA	Quality Assurance
RDD	Required Delivery Date

Acronym	Description
RFQ	Request for Quote
RSMO	Regional Storage Management Office
SAC	Shipment Accounting Classification
SCAC	Standard Carrier Alpha Code
SDDC	(Military) Surface Deployment and Distribution Command
SDN	Standard Document Number
SIT	Storage in Transit
SSN	Social Security Number
TAC	Transportation Account Code
TO	Transportation Office
TOPS	Transportation Operational Personal Property System
TSP	Transportation Service Provider
UB	Unaccompanied Baggage
USTRANSCOM	United States Transportation Command