



PERSONAL
PROPERTY
DIVISION

CONTINUITY
BOOK

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QUALITY ASSURANCE

SCORING AND PUNITIVE ACTIONS

All future punitive actions and Semi-Annual Evaluations will be consolidated together. This means if a carrier gets suspended in Little Rock Arkansas, they are disqualified for traffic in JPPSO-SAT's entire Area of Responsibility. In other words, the mistakes of other agencies can impact you, and vice versa.

All shipments scored in the current cycle (03-2) will be consolidated with JPPSO-SAT, Tinker AFB, Vance AFB, and Altus AFB. When the cycle is over, you will receive a Semi-Annual Evaluation from JPPSO-SAT, Tinker AFB, Vance AFB, and Altus AFB. In other words, each carrier will receive a Semi-Annual Evaluation from each installation they conduct business with. After the appeal period is over for the evaluations, a combined, total, overall score will be sent to all the carriers. This second score will be their final score for JPPSO-SAT's entire Area of Responsibility.

SCORING FAQs

What happens if I have a carrier that had shipments in Oklahoma but nowhere else? How will the scores of other areas affect Oklahoma?

If a carrier had shipments in only one area, only the scores from that one area will apply. If a particular carrier didn't conduct business elsewhere, or perhaps doesn't even have a LOI on file at other installations, they would only have carry over scores.

What happens if a carrier did not have tonnage at any Installations this cycle? How will the carry over score be calculated?

If a carrier had no shipments anywhere, their current score will be the highest of their carry over scores...

For Example, a Carrier has a carry over score at JPPSO-SAT of 90, a score at Tinker AFB of 96, a score at Vance AFB of 80, and a score at Altus AFB of 100, their new current score will be 100.

What if I have a carrier that had 4 shipments scored in Oklahoma, but had 17 shipments scored in Texas. How will the overall score be impacted?

All shipments scored will count the same, regardless of how many were scored in each area. The overall, combined score consolidates all shipments equally, and the number of shipments scored in a certain area has no bearing.

FORM 22

The Form 22 is used to approve various assessorial services, such as crating requests and 3rd party services. Each Form 22 must be submitted to your local QA section for approval. An approved and signed Form 22 must be included with the DD 619-1 in order to receive reimbursement for services rendered. Be sure to retain a copy for your records as well.

What to request on a Form 22

Crating Requests
3rd Party Services
Extra Labor

What not to request on a Form 22

Shuttle Services (The local QA section will maintain a control log)
Bulky Articles
Stair Carry
Long Carry
Any service already listed in the Tariff

SPECIAL SERVICES REQUEST

INBOUND: _____

OUTBOUND: _____

DATE: _____ AGENT: _____ PHONE: _____

REQUESTED BY: _____ CARRIER: _____

RANK: _____ SSN: _____ EST WT OF SHIPMENT _____

MEMBER'S NAME: _____

HOME ADDRESS: _____

CITY: _____ ZIP CODE: _____ (Required)

HOME PHONE: _____ DUTY PHONE: _____

PACK DATE(S): _____ PICK UP DATE: _____

DELIVERY DATE: _____

DESCRIPTION OF SERVICES: SHIPMENT CODE: _____ (Required)

CRATE REQUEST *(NO 3RD PARTY CRATES)*

DIMENSIONS

1. _____	X	X	X
2. _____	X	X	X
3. _____	X	X	X
4. _____	X	X	X
5. _____	X	X	X

3RD PARTY (DIS/RE)ASSEMBLY REQUEST:

GERMAN SCHRUNK: _____ NO. PIECES: _____

WATERBED(S): _____

OTHER: _____

REASON FOR EXTRA LABOR: _____

TOTAL MAN HRS REQUESTED: _____ EQUIP HRS REQ: _____

APPROVED / DISAPPROVED INSP: _____

DATE: _____ AGENT REP NAME: _____



INBOUND

Inbound Continuity Folder

- All active folders should contain GBL, DD1299, and Orders. Orders must be in all active DPM folders
- Staples, paperclips, and post notes must be removed from all files
- Multiple shipments must be in put in separate folders
- Active files must contain DD1857's along with any correspondence from the member if the shipment was extend beyond the initial 90 days
- Shipment converted to member's expense must have the conversion notice in the file
- Dead file should contain BL, CBL, GBL, DD1299, and Orders. They must contain the DD619-1 or Invoice prior to transporting to JPPSO-SAT



DEPARTMENT OF THE AIR FORCE
JOINT PERSONAL PROPERTY SHIPPING OFFICE - SAN ANTONIO (DOD)
613 NORTHWEST LOOP 410, SUITE 400
SAN ANTONIO TX 78216-5518

MEMORANDUM FOR ALL AGENTS

FROM: JPPSO-SAT/PPD/IB MSgt McCaskill

SUBJECT: Clearing inbound shipments via the Internet.

1. We are proud to announce that you can now clear inbound shipments via the Internet through our web site. Go to our web site jppso-sat.randolph.af.mil. Find **Agents Page**, and click on it. Then follow on screen instructions.
2. We think you will find this method for clearing shipments very convenient. Please try it out and provide us your comments. Please feel free to contact TSgt Sampson, or myself if you have any questions/suggestions.

KEITH MCCASKILL, MSGT, USAF
Chief, Inbound Section



Inbound Shipment Clearing Form

Submit data for one shipment at a time.

⊖ Indicates required fields

Home

PPD

SECARS

Registration

Organization

Directions

Links

Agent Page

⊖ Local Agent: (Driver/Carrier name if post delivery clearing)

⊖ Industry Clearing Rep:

⊖ Agent's E-mail Address:

Contact Telephone Number:
(if not JPPSO Agent)

GBL Number:

⊖ Member Last Name:

⊖ Member First Name:

Member Rank/Grade:

Last 4 of SSAN:

Carrier SCAC:

Code of Service:

RDD:

Split Shipment? No

Gross Weight:

Tare Weight:

Net Weight:

Origin State/Country:

Date Offered for Delivery:

Comments:

JPPSO INBOUND SHIPMENT WORKSHEET

PERSONAL DATA - PRIVACY ACT OF 1974: AUTHORITY 37 USC 406.5 USC 5726

MEMBERS NAME _____ RANK _____ SSN _____

AGENT CLEARING SHIPMENT _____ AGENT REP _____ GBL NUMBER _____ SCAC _____

CODE OF SVC _____ GROSS WEIGHT _____ TARE WEIGHT _____ NET WEIGHT _____ **SPLIT SHIPMENT : NO / YES**
(PLEASE CIRCLE ONE)

ARRIVAL DATE _____ DATE CLEAR _____ TIME CLEAR (TIME FAXED TO JPPSO) _____ RDD _____

ORIGIN STATE / COUNTRY _____ DATE OFFERED FOR DELIVERY _____

DELIVERY INFO FOR MEMBER (ADDRESS / PHONE / DESTINATION CITY / STATE)

JPPSO DISPOSITION ACTION(S)

INBOUND CLERK / TIME : _____ / _____ DISPOSITION DATE/TIME: _____ / _____

* VIP / BLUEBARK RELEASED FROM NTS: YES/NO PCS/SEP/RET S.I.T AUTH: YES / NO

* BASE LOCATOR / UNIT / DUTY STATION / RNLT DATE: _____

* BILLETING: _____

* INTRANSIT PHONE NUMBER: _____

* DIRECTORY ASSISTANCE: _____

* AUTHORIZED RECEIVING AGENTS: _____

DATE / TIME	ACTION(S)
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____

WAITING TIME AUTHORIZED: YES / NO REWEIGH NUMBER: _____

PARTIAL DELIVERY/DESIGNATED ITEMS: YES / NO

MEMBERS REQUEST: _____ NOT ON STATION: _____ NO CONTACT WITH MEMBER: _____

DATE / TIME _____ DPM CALL# _____

D/DEL: SIT: PLACED INTO SIT: _____ / _____ SIT.NO: _____

UPDATED FORM 04 OCT 96 AGENT REPRESENTATIVES NAME: _____



OUTBOUND

!!!!!!TMO POINTS OF INTEREST!!!!!! (OUTBOUND)

- MEMBERS TO CONFIRM DATES AND BOOKING STATUS WITH TMO'S
- ALTERNATE DATES REQUIRED FOR ALL SHIPMENTS. 5 PLUS DAY SPREAD LOADED WITHIN THE REMARKS BLOCK OF TOPS (IE... 25 APR – 31 APR)
- DATE CHANGES ARE SCRUTINIZED
 - REASON IS REQUIRED DUE TO INFLUX OF SHIPMENTS FOR THE SUMMER SEASON
- ONLY FAX SHIPMENTS THAT ARE WITHIN 2 WEEKS OF PACK/PICKUP
 - EXCEPTION: TOPS/SYSTEM CRASH BACKUP CONTINGENCY (5 DAYS)
- JPPSO-SAT BASES PACK/PICKUP WIEGHT OF 4,000 POUNDS PER DAY YEAR ROUND
- AIR FORCE = TAC AND ATAC IS REQUIRED FOR OVERSEAS SHIPMENTS
- AIR FORCE = ATAC IS REQUIRED FOR DOMESTIC SHIPMENTS
- ALL INFO MUST BE INPUT INTO TOPS: TO INCLUDE ALL CHANGES AT THE TIME OF COUNSELING PRIOR TO SENDING JPPSO THE PAPERWORK, AFTER WE HAVE/BEEN SENT THE PAPERWORK; ALL CHANGES ARE DONE IN WRITING AND SIGNED BY THE MEMBER, TO INCLUDE A REASON
- REPLACEMENT COST INSURANCE IS TO BE DECIDED AT THE TIME OF COUNSELING, NOT AFTERWARDS, PROVIDE \$ AMOUNT WITHIN THE COUNSELING MODULE OF TOPS

NTS SHIPMENTS REQUIRE PMA's (PERMANENT MAILING ADDRESS STATESIDE) !!! CANNOT BE OVERSEAS ADDRESS!!!!

WHILE INPUTTING INFO INTO THE COUNSELING MODULE: PROVIDE AN EMAIL ADDRESS (YAHOO, ETC) UNDER THE KEYWORD "CONTACT", UP TO 36 CHARACTERS CAN BE USED, YOU CAN USE @ SYMBOL IN THIS BLOCK ONLY, USED TO CONTACT MEMBER AT DESTINATION OF PROPERTY ARRIVAL. NOTE: "THIS INFORMATION SHOULD BE IN THE DESTINATION, ORIGIN, AND INTRANSIT BLOCK."

ALASKA SHIPMENTS=
HHG – INTER
UB – ITGBL

NO PREBOOKING WITH LOCAL AGENTS

ALL AVAILABLE PHONE NUMBERS FOR THE MEMBER; LOADED WITHIN TOPS (IE...CELLS, PAGER, INTRANSIT, HOME, WORK)

CIVILIAN NTS EXPIRES EVERY 30 SEPTEMBER OF EACH YEAR, THEY MUST HAVE A NEW FUND CITE (NEED GOOD PMA ADDRESS)

THOSE INPUTTING INFO INTO TOPS; QC YOUR WORK, IF WE FIND MISTAKES, WE WILL CALL YOU TO FIX THE PROBLEM PRIOR TO BOOKING

EACH DD1299 WILL BE SIGNED BY MEMBER OR A REP
-BLOCK 7a(2) WILL HAVE AN INITIAL BY THE MEMBER AND THE AMOUNT OR THE WORD NONE = PRO GEAR BLOCK

UK1434: NEEDED ASAP; 6 ORIGINAL COPIES; WILL NOT OFFER SHIPMENT FOR BOOKING UNTIL ORIGINAL COPIES ARE IN HAND

- HARD COPIES SENT VIA MAIL, DISTRO, OTHER = 6 EACH ORDERS FRONT AND BACK, 6 EACH DD1299, 5 EACH UK1434; ORIGINAL SIGNATURES (MEMBER HAS ONE SET) IN OTHER WORDS: 6 IS THE MAGIC NUMBER
- FYI, THERE ARE NO DPM CONTRACTORS FOR THE FORT DIX, NEW JERSEY AREA, THEREFORE, WE STILL NEED AT LEAST 5 WORKING DAYS TO PROCESS AND BOOK THESE SHIPMENTS
- REMINDER:::: SHIPMENTS TO THE UK WILL NOT BE BOOKED UNLESS WE HERE AT JPPSO-SAT RECEIVE THE 5 ORIGINALLY SIGNED 1434'S

**KEEP YOUR EMAILS UP AND RUNNING FOR
PROCEDURE AND/OR POLICY UPDATES**

**THANK YOU FOR ALL YOU DO
AND ARE ABOUT TO DO!!!!!!**

**“TOGETHER” WE CAN KEEP
THEM MOVING**

???FREQUENTLY ASKED QUESTIONS???

BY THE BOOKING AGENT

(OUTBOUND)

- **CAN WE HAVE THE RDD CHANGED?**

Only if it is in writing by the member. Other than that, you need to send the origin and destination TMO a letter stating the reason(s) for not meeting the RDD

- **HOW MUCH WEIGHT ARE YOU BASING REQUESTED PACK/PICKUP DAYS ON?**

4,000 pounds per day

- **WHY DO I NEED THE SOCIAL SECURITY NUMBER OF THE MEMBER?**

All of our files and correspondence is based on the members social security number (except Navy).

- **WHEN SELECTING MY SERVICING AGENT, DO I NEED TO CONFIRM THAT THEY CAN DO THE JOB FIRST?**

Yes, BL/GBL will be done immediately after we receive acceptance from you. Which means the GBL/BL will be sent to the appropriate servicing agent. No changes will be made.

- **WHAT IF WE HAVE SATURATION DATES?**

The only SATURATION NOTICES accepted will be from the CARRIER, (Exception: Inbound)

You need to email (outbound@jppsosat.randolph.af.mil) or fax (210-321-4264 or DSN: 954-4264) your carrier SCAC, zone/areas, and dates affected.

Remember, if you are prime on code J shipments, this will not be a consideration unless it is a short notice (within 5 work days).

- **CAN I CHANGE MY LETTER OF INTENT (LOI) INFORMATION?**

Yes, but we will not be able to drop everything we are doing. It will take awhile. According to 4500.9R, we have 30 days to accept or deny the LOI.

MEMORANDUM FOR JPPSO-SAT

(DATE)

FROM: (ENTER YOUR MPF INFO HERE)

**SUBJECT: STATEMENT OF AGREEMENT FOR PERSONAL PROPERTY
SCHEDULING PRIOR TO ISSUANCE OF PCS ORDERS**

1. _____ has been selected for reassignment
to _____.

AAN _____	TED _____
GPAS _____	ZIP/APO _____
RNLTD _____	PCS CODE _____
PDD _____	#DEPENDANTS _____
AGE OF CHILDREN _____	CCTVL STATUS _____
TYPE OF TOUR _____	LENGTH OF TOUR _____
MEMBER'S ENTITLEMENTS HHG ___ UB ___ 25% ___ POV ___ (OVERSEAS ONLY)	

2. IAW the JFTR, Chapter 5, Paragraph 5330G, he/she agrees to pay any additional cost incurred for shipment to another point required because the new permanent duty station named in the orders is different than that cited above. Further the member agrees to pay the entire cost of transportation if PCS orders are not later issued to authorize the transportation.

3. PCS accounting citation to be utilized for the movement is:
HHG movement: _____
NON-TEMP Storage: _____
CIC: _____ ATAC _____ TAC _____

4. Please provide the following information only it is applicable to the member's shipment:
AMOUNT OF CONSUMMABLE AUTHORIZED: # _____
RESTRICTED WEIGHT AMOUNT: #/% _____

Signature block of the NCOIC of
Outbound Assignments

I certify that I have read and fully understand the contents of Para 5330G of the JFTR. Further, I agree to comply with the cited reference if my assignment changes or is canceled.

Signature/Last 4 SSN/Date _____

DATE/SHIPMENT CHANGE REQUEST

Privacy Act Statement

Authority, Title 37, Section 405 and Title 5, USC 5725

Principal Purpose: To support DD Form 1299, Application for Shipment and/or Storage of Personal Property

Routine Uses: To change pack or pick-up date. Also used for other shipment changes to The DD Form 1299 (i.e. extra address pick ups).

MANDATORY OR VOLUNTARY DISCLOSURE: Voluntary: if not provided, personal Property shipment can not be processed.

Print Name (Last, First, MI)	Social Security Number	Destination (State/Country)

Type of Shipment	Old Pack Date	Old Pick-up	New Pack Date	New Pick-up
HOUSEHOLD GOODS:				
NONTEMPORARY STORAGE:				
UNACCOMPANIED BAGGAGE:				

Address Change:

Old Address:	New Address:
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Additional Deletion(s)/Shipment(s):

Reason for Change (mandatory):

Responsible Base and Counselor:

Members Signature:

Date Signed:



SHIPMENT
SUPPORT
BRANCH

Folders @ JPPSO-SAT are set up for filing by using the last two digits of the member's Social Security Number (SSN). This unique filing system is color coded. Please use the color codes listed below to set-up your folders.

00 - 09	ORANGE
10 -19	GREEN
20 -29	YELLOW
30 -39	GREY
40 -49	GOLD OR GOLDENROD
50 -59	BLUE
50 -69	WHITE
70 -79	PURPLE/LAVENDAR/VIOLET
80 -89	PINK
90 -99	RED

OUTBOUND FOLDER SET-UP (Rated & Purged files)

- Certified copy of GBL** (if applicable)
- SF 1200** (if applicable)
- GBL- rated**
- Weight tickets** (Tape weight ticket to a piece of paper or make a copy of the weight ticket.)

- Inventory pages**
- TCMD & Label** (for DPM overseas shipments)

- Miscellaneous Documentation**
 - DD Form 619
 - Form 22 for additional services, third party, bulky items etc....
 - DPM Invoice
 - Excess cost collections via DD Form 1131 or DD Form 139 & Finance transmittal

- ABC's Booking sheet or Confirmation Letter for DPM**

- DD form 1299's**
- Miscellaneous Documentation**
 - Custom forms for England shipments (if applicable)
 - Power of Attorney
 - Letters of Authorization (if applicable)
 - Change requests/email correspondences (if applicable)
 - Excess cost computations (if applicable)

- Letter in Lieu of orders** (if applicable)
- Copy of Orders** (front and back-showing possible restrictions)

- DD 1797 Counseling Checklist** (front and back-member with signatures)

Front of Folder

Should include Member's Last Name, SSN, Pack through Pick up Dates, OB03 and whether it is a VIP/BLUEBARK and if it is SIT @ Origin w/SIT # and expiration date.

**INBOUND FOLDER SET-UP
(Completed/Deadfiled)
(Top to Bottom)**

- Copy of authorized 619-1 w/any additional documents attached to 619-1
 - reweigh tickets, inventory pages for bulky items, third party requests approval forms, etc...
- (DPMS) Confirmation letter and any supporting documentation attached to the DPM invoice (reweigh tickets, inventory pages signed by member, warehouse documents etc..)

If Applicable

- Long Delivery Certificate and supporting documents (request from member, new orders, or amendments, excess cost calculations)
- Excess Cost Collections and supporting documents
 - DD139
 - DD1131
- DD1857 Storage Extensions and member's request for extension
- Any documentation from the member in regards to his/her shipment
 - Requests for partial delivery
 - Letters of Authorization for delivery

- Clearing Sheet/TMO Notes
- Tracing Sheet and documentation from Carriers (if applicable)
- SF1200 (if applicable)
- GBL
- DD 1384 (TCMD) (if applicable)
- DD1299
- Miscellaneous documents for Origin TMO
 - Custom forms
 - Inventory pages
- Amendments by date on amendments or
- Copy of Orders/Letter in Lieu of Orders

Front of File

Should indicate Member's SSN, Last Name, GBL Number, SIT Expiration date (any extended dates), Long Delivery Date (if applicable), IB 02, and whether file is a VIP/Bluebark, Partial Delivery w/date, or has been converted to member's expense.

Pack/Pick-up Dates

123-45-6789

Smith

VIP

O
B
O
3

Pack/Pick-up Dates

123-45-6789

Smith

BLUEBARK

O
B
O
3



**DEPARTMENT OF THE AIR FORCE
JOINT PERSONAL PROPERTY SHIPPING OFFICE - SAN ANTONIO (DOD)
613 NORTHWEST LOOP 410, SUITE 400
SAN ANTONIO TX 78216-5518**

18 August 03

MEMORANDUM FOR ALL AGENTS

FROM: JPPSO-SAT/SSB

SUBJECT: DPM Invoice Package

1. To expedite the processing of DPM invoice payments (Inbound and Outbound) we need you to furnish the following documentation in the order annotated below.
 - a. Invoice – 1 original and 2 copies
 - b. Inbound/Outbound DPM Confirmation Letter
 - c. DD Form 1840
 - d. Inventory (legible copy)
 - e. Weight tickets – original prepared IAW, (Performance Work Statement), Part 1, para 1.3 of the contract
 - f. Orders-Complete set (include the front/reverse) for Inbound Shipments only
 - g. DPM Outbound Government of Lading (GBL's) must be filled completely to include the following:
 - (1) Block 25 must have Carrier Pro Stickers
 - (2) Block 28 must contain Weight, Gross, Tare and Net
 - (3) Block 33c Agent/Driver Signature
2. Please note:
 - a. It is imperative that you indicate the correct schedule numbers and area numbers.
 - b. To accomplish payment of an invoice, each block must be completed.
 - c. WHITE OUT is not to be used on any documents being submitted for payment.
3. Questions or concerns should be directed to any of the following JPPSO personal.
 - a. Linda Williams (210) 321-4200 x 5943
 - b. Yolanda Hart (210) 321-4200 x 5940
 - c. Juanita Clarke (210) 321-4200 x 5961

ERIC F. JACKSON, MSgt, USAF
Chief, Shipment Support Branch



DEPARTMENT OF THE AIR FORCE
JOINT PERSONAL PROPERTY SHIPPING OFFICE - SAN ANTONIO (DOD)
613 NORTHWEST LOOP 410, SUITE 400
SAN ANTONIO TX 78216-5508

17 Jul 03

MEMORANDUM FOR ALL AGENTS

FROM: JPPSO-SAT/SSB

SUBJECT: Accessorial Services for DD Form 619s and DD619-1s

We appreciate the steps that have been taken to help make the processing of the DD Form 619/619-1s easier, which results in prompt payment. However, when errors are found, we must return the form(s) to your office for corrections, and/or clarification, which increases the workload for both of us. Our endeavor is to improve the process, make it more efficient, and ensure that we are all operating on the same page. Everyone must understand the authorized services that can be approved for payment by JPPSO-SAT/SSB.

Please review the attached Memorandum for Assessorial Services given out at the Agents meeting. Please keep in mind that all services requiring Quality Assurance (QA) approval, **MUST BE APPROVED IN ADVANCE** and a QA Form 22 must accompany the DD form 619/619-1. Services performed without **PRIOR** approval will not be accepted after the fact. If there are any problems or corrections needed based on the Memorandum attached, they will be sent back to your office for appropriate actions to be taken.

We request that all DD Form 619/619-1s are sent to our office in duplicate (Original and one copy). This is per DOD 4500.9R (Vol. IV, Chapter 405, pg. 405-4 & 405-5) and RSD 7 (Item 325, pg 3-14 & appendix 3A-1). Additionally, in order to properly process the DD Form 619 we require the form to be accompanied by all supporting documents (a copy of the rated GBL, inventory, and weight tickets). Please ensure these documents are returned to us as a package (so the applicable charges can be verified) within 7 days of the pickup of the shipment. Also, do not pre-stamp or pre-type the "Transportation Officer's" signature block, this action will be completed by JPPSO-SAT.

If your office needs a certified copy of the DD form 619/DDform 619-1, you must submit your request in writing along with a pre-stamped, self-addressed envelope to JPPSO-SAT/SSB. If there are any problems or corrections needed based on this paragraph, the paperwork will be sent back to your office prior to certification for appropriate actions to be taken.

If you have questions or require further assistance please feel free to contact the following individuals: For processing the DD Form 619-1 please call SSgt Pitre at 210-321-4200, ext. 5943/Ms Williams at ext. 5942. For Processing the DD Form 619 please contact SSgt Orozco at 5951.

Yolanda Foster-Bradham, TSgt, USAF
NCOIC, SHIPMENT SUPPORT BRANCH

MEMORANDUM FOR ALL AGENTS

FROM: JPPSO/PPD
Shipment Support Branch

Subject: Completion of the DD Form 619, Statement of Accessorial Services Performed

1. The corrective actions required to complete the DD Form 619 are very time consuming and result in a longer turn around time for you to receive an approved copy. To help reduce the problems we are experiencing, this letter containing information and examples of the DD Form 619 are provided. A copy of the current Domestic Personal Property Rate Solicitation (RSD-7) and the have also been included

BLOCKS 1 Thru 14: These items are completed with the information located on the Shipper's GBL. Be sure to list the Carrier/Agent in blocks 7a & b.

BLOCK 15. Make sure to list the Appliance that requires servicing and the shipper must also initial. This is required to support the Servicing Charge listed in Block 16.

BLOCK 16. A thru X: These rates are listed in the RSD 7, Item 402. Place the number of the item used, unit price per item, and the total charge. If there are no charges for any of the items, DOD 4500.9R(para. F.1(a) requires the word "NONE" or the quantity to be placed in the number section. Add all the charges and place the TOTAL in block (M). Then do the max-pack (if applicable) and the rate percentage of the RSD 7. The rate percentage is listed on the Shipper's GBL in Block 31.

BLOCK 16. Y thru EE:

Y. LABOR- Rates are located in the RSD 7, Items 403 through 409. Make sure to include the labor & vehicle charges (if applicable) in this section. This block is also used for shuttle services). Place the break down of these charges in Block 17. Be sure to calculate the figures as the rate percentage indicated by the GBL in block 31.

Z. EXTRA PICKUP- Rates are located in the RSD 7, Item 407. List the charge based on the rate percentage allowed per the GBL in Block 31.

AA. PIANO/ORGAN/CARRY SERVICES- Rates are listed in the RSD 7, Item 417. This section is only for the charges that associated with the Pianos and/or Organs. Ensure you circle the item the charge is for. The actual dimensions of Piano/organ must be indicated on the inventory and the DD Form 619. The shipper must initial all spaces in Block 17. Make sure to list the charge as the rate percentage listed on the GBL in Block 31.

BB. ELEVATORS/STAIRS/EXCESS DISTANCE CHARGES- Rates are listed in the RSD 7, Item 418. You must circle the item the charge is for and the shipper's initials must appear

after each annotation. Please refer to the Personal Property Accessorial Pamphlet located on the Military Traffic Management Command (MTMC) web page for guidance and information. The web address is located at the end of this letter. Make sure to list the Rate percentage indicated by the GBL in Block 31.

CC. SERVICING APPLIANCES/OTHER ARTICLES- Rates are listed in the RSD 7, Item 4431. Note: This item is exempt from the rate percentage on the GBL in Block 31. See the RSD 7, Item 430, pg 4-60.

DD. OTHER- This section is where the charge for the Third party services is entered. This Service must be pre-approved by the Quality Assurance section. If the item is charged at a commercial rate (i.e., bulky items) or is a Third party service then charge is exempt from the rate percentage on the GBL Block 31 per the RSD 7, Item 430, pg 4-60. If the item is a motorcycle, 3 wheeler, Lawnmower, etc., the cc's are required on the inventory and in Block 17 with the shipper's initials.

BLOCK 17. REMARKS- List all the items that could not fit in their sections such as Crates, if more than one, the labor charges, pianos, etc. Make sure to provided a full breakdown of the charges. See the example below.

BLOCK 18. STATEMENT OF THE OWNER-This is where the Shipper or the shippers representatives signs.

BLOCK 19. TRANSPORTATION OFFICER CERTIFICATION- This section is for the TMO to validate the TMO to validate and approve the DD Form 619. This section is not for the driver, packer, or the shipper to sign.

STATEMENT OF ACCESSORIAL SERVICES PERFORMED				Form Approved OMB No. 0704-0022 Expires Oct 31, 2001	
This form is required only when accessorial services are chargeable to the Government. Carrier will enter complete information or "None" in columns. "Unit Price" and "Charge" columns may be omitted when charges are itemized on the Standard Form 1113.					
The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0022), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.					
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.					
1. GOVERNMENT BILL OF LADING NUMBER JP-552000		2. DATE OF PICKUP AT ORIGIN (YYYYMMDD) 20021221		16. A. ACCESSORIAL SERVICES	
3.A. NAME OF OWNER (Last, First, Middle Initial) Doe, Jane L.		b. RANK OR GRADE SSgt/E-5		PACKING, PACK MATERIALS AND UNPACKING (1)	
b. SSN XXX-XX-XXXX		4. ORIGIN OF SHIPMENT San Antonio, TX		NUMBER (2)	
5. DESTINATION OF SHIPMENT Dover, DE		6.A. ORDERING ACTIVITY/INSTALLATION NAME JPPSO-SAT		UNIT PRICE (3)	
b. LOCATION 614 NW Loop 410, STE 410 San Antonio, TX 78216		7.A. NAME OF CARRIER North American Van Lines		CHARGE (4)	
b. NAME OF AGENT (Last, First, Middle Initial) Anderson Van & Storage		8. SIGNATURE OF CARRIER'S REPRESENTATIVE		a. DISH PACK 14 23.22 325.08	
b. DATE (YYYYMMDD) 20021221		10. CARRIER'S SHIPMENT REFERENCE NO.		b. CARTONS (Less than 3 cubic feet) 65 5.40 351.00	
11. AGENT OR DRIVER CODE		12. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PPBZE) INCLUDED IN SHIPMENT (If not included, write "None".)		c. CARTONS (3 cubic feet) 54 8.10 437.40	
13. STORAGE-IN-TRANSIT (SIT)		13. STORAGE-IN-TRANSIT (SIT)		d. CARTONS (4-1/2 cubic feet) 32 10.20 326.49	
a. STORED AT (1) CITY (2) STATE (3) SIT SERVICES PROVIDED AT (X one)		13. STORAGE-IN-TRANSIT (SIT)		e. CARTONS (8 cubic feet) none	
a. IN b. ORDERED OUT c. DELIVERED OUT		13. STORAGE-IN-TRANSIT (SIT)		f. CARTONS (8-1/2 cubic feet) none	
1. NUMBER OF DAYS 2. NET WEIGHT		13. STORAGE-IN-TRANSIT (SIT)		g. WARDROBE (Not less than 10 cubic feet) 9 11.52 103.68	
1. REQUESTED DELIVERY DATE (YYYYMMDD)		13. STORAGE-IN-TRANSIT (SIT)		h. MATTRESS (Not exceeding 39" x 75") 4 9.00 36.00	
1. SHIPMENT ORDERED INTO AND OUT OF SIT ON DATES INDICATED AND AUTHORIZED BY SIT CONTROL NO.		13. STORAGE-IN-TRANSIT (SIT)		j. MATTRESS (Not exceeding 54" x 75") 2 10.14 20.28	
1. WAS STORAGE POINT FOR CARRIER'S CONVENIENCE (X one) YES NO		13. STORAGE-IN-TRANSIT (SIT)		k. MATTRESS (39" x 80") none	
14. REWEIGH CERTIFICATION (if applicable)		13. STORAGE-IN-TRANSIT (SIT)		l. MATTRESS (Exceeding 64" x 78") none	
a. ORIGINAL GROSS b. ORIGINAL TARE c. ORIGINAL NET		13. STORAGE-IN-TRANSIT (SIT)		m. TOTAL 1599.84	
15. APPLIANCES SERVICED (Owner/Agent must initial each entry separately.)		13. STORAGE-IN-TRANSIT (SIT)		n. TOTAL SUBJECT MAX-PAK \$ Amt none	
TYPE MAKE/MODEL NO./MANUFACTURER OWNER/AGENT INITIALS		13. STORAGE-IN-TRANSIT (SIT)		o. GRANDFATHER CLOCK CARTONS 1 36.06 36.06	
Washer Whirlpool/XAE123		13. STORAGE-IN-TRANSIT (SIT)		p. CORRUGATED CONTAINERS (Special constr.) none	
17. REMARKS		13. STORAGE-IN-TRANSIT (SIT)		q. BOXES - WOODEN/CRATES (Not over 5 cu.ft.) none	
ITEM 16: T. CRATES: 12x12x1=1cu charged at min \$25.32 (RSD 7 Item 402, 100R). Y. LABOR: 1 man@2hrs x \$20.27=\$40.54, 1 Vehicle@2hrs x \$25.80=\$51.60. aa. PIANO: Size 57x12x12 (Shippers Initials). bb. EXCESS DISTANCE: 175ft (Shippers Initials). dd. BULKY ITEM: 60" TV (Shippers Initials)		13. STORAGE-IN-TRANSIT (SIT)		r. BOXES (Over 5 cu.ft./not over 8 cu.ft.) none	
18. STATEMENT OF OWNER, MILITARY INSPECTOR/TRANSPORTATION OFFICER		13. STORAGE-IN-TRANSIT (SIT)		s. BOXES (Over 8 cu.ft.) (Cross cu.ft.) none	
a. MATERIALS WERE FURNISHED/ACCESSORIAL SERVICES WERE PERFORMED		13. STORAGE-IN-TRANSIT (SIT)		t. CRATES (Cubic feet: 53x29x19=17cu /Minimum charge: 12x12x1) 2 remarks 127.32	
X AT ORIGIN OTHER (Explain)		13. STORAGE-IN-TRANSIT (SIT)		u. CARTONS, DOUBLE WALL (PPP-B-1364) & TRIPLE WALL (PPP-B-640) (Not over 4 cu.ft.) none	
AT DESTINATION		13. STORAGE-IN-TRANSIT (SIT)		v. CARTONS (Over 4 cu.ft./less than 7 cu.ft.) none	
19. TRANSPORTATION OFFICER CERTIFICATION. I CERTIFY THAT SHIPMENT SERVICES WERE ACCOMPLISHED AS SHOWN BELOW.		13. STORAGE-IN-TRANSIT (SIT)		w. CARTONS (7 cu.ft./less than 18 cu.ft.) none	
a. SERVICES ACCOMPLISHED (X as applicable)		13. STORAGE-IN-TRANSIT (SIT)		k. TOTAL PACKING CHARGE 1763.22	
(1) ACCESSORIAL SERVICES (Listed in Item 16)		13. STORAGE-IN-TRANSIT (SIT)		l. LABOR (Describe service in "Remarks") (Enter number of man-hours) 4 remarks 92.14	
(2) STORAGE-IN-TRANSIT		13. STORAGE-IN-TRANSIT (SIT)		z. (X as applicable) EXTRA DELIVERY EXTRA PICKUP AUXILIARY SERVICES 1 51.48 51.48	
(3) REWEIGH CERTIFICATION		13. STORAGE-IN-TRANSIT (SIT)		aa. PIANO/ORGAN CARRY SERVICE 1 79.42 79.42	
(4) THIRD PARTY SERVICES		13. STORAGE-IN-TRANSIT (SIT)		bb. ELEVATOR/STAIR/EXCESS DISTANCE CHARGE 1 1.13 64.18	
(5) BULKY ARTICLE CHARGE		13. STORAGE-IN-TRANSIT (SIT)		cc. SERVICING APPLIANCES/OTHER ARTICLES (As itemized and included in Item 15) 1 15.68 15.68	
(6) WAITING TIME		13. STORAGE-IN-TRANSIT (SIT)		dd. OTHER (Describe in "Remarks") 1 150.00 150.00	
(7) UNPACKING SERVICE (Baggage only)		13. STORAGE-IN-TRANSIT (SIT)		ea. TOTAL ACCESSORIAL SERVICE CHARGES 2216.12	
(8) OVERTIME LOADING/UNLOADING CHARGE		13. STORAGE-IN-TRANSIT (SIT)			
b. SIGNATURE OF TRANSPORTATION OFFICER		13. STORAGE-IN-TRANSIT (SIT)			
a. TITLE (Print or type)		13. STORAGE-IN-TRANSIT (SIT)			
c. DATE SIGNED (YYYYMMDD) 20021231		13. STORAGE-IN-TRANSIT (SIT)			

DD FORM 619, OCT 1998

PREVIOUS EDITION IS OBSOLETE.

2. Please note that the DD Form 619, Oct 1998, is the most current version of the form and all previous editions are obsolete. You can obtain the DD Form 619 electronically at <http://www.dior.whs.mil/forms/DD0619.PDF>.

3. The references use to compete this letter as well as the DD Form 619 are as follows:

- A. DOD 4500.9R, Vol. IV, Chapter 405 – Rates, Charges and Billings.
- B. RSD 7- Lists all the rates to apply on the DD Form 619.
- C. Personal Property Accessorial Pamphlet

NOTE: The regulations and pamphlet listed above can be located electronically at the MTMC homepage (under the publication tab). The web site is as follows:

<http://www.mtmc.army.mil/frontDoor/0,1383,OID=4-----,00.html>

4. If there are any questions or concerns, please contact me at comm.: (210) 321-4200 ext. 5951 or email: crystal.orozco@jppsosat.randolph.af.mil. Also, to help eliminate duplicate work on both sides, we asked that you not forward additional copies of the DD form 619 until you have verified that our office is not in receipt of the original. Thank you for your cooperation.

CRYSTAL L. OROZCO, SSgt, USAF
Traffic Management Craftsman, DD Form 619 Clerk

**STATEMENT OF ACCESSORIAL SERVICES PERFORMED
(STORAGE-IN-TRANSIT DELIVERY AND REWEIGH)**

Form Approved
OMB No. 0704-0022
Expires Oct 31, 2001

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Report (0704-0022), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.

- DISTRIBUTION:**
1. ORIGINAL COPY TO CARRIER.
 2. COPY TO PROPERTY OWNER.
 3. ADDITIONAL COPIES MAY BE MADE FOR CARRIER'S USE.

1. GOVERNMENT BILL OF LADING NUMBER [REDACTED]		2. DATE OF PICKUP AT ORIGIN (YYYYMMDD) 13 Jun 03		13. STORAGE-IN-TRANSIT (SIT) a. STORED AT (City and State) Abilene, Texas				b. SIT SERVICES WERE PROVIDED AT (X as applicable) <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER			
3.a. NAME OF OWNER (Last, First, Middle Initial) [REDACTED]		c. RANK OR GRADE 1LT.								c. DATE IN (YYYYMMDD) 6-16-03	
4. ORIGIN OF SHIPMENT Wichita Falls, Texas		5. DESTINATION OF SHIPMENT Dyess AFB, Texas		g. THIS SHIPMENT WAS ORDERED INTO AND OUT OF SIT ON DATES INDICATED HEREON AND AUTHORIZED BY SIT CONTROL NUMBER: 3167058 SIT IN EXCESS OF 90 DAYS WAS AUTHORIZED (X) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
6.a. ORDERING ACTIVITY/INSTALLATION NAME JPPSO-SAN ANTONIO, TEXAS		6.b. LOCATION TEXAS									
7.a. NAME OF CARRIER Atlas Van Lines		7.b. NAME OF AGENT (Last, First, Middle Initial) Ab-Tex TF & Storage		14. REWEIGH CERTIFICATION a. ORIGINAL GROSS b. REWEIGH GROSS c. ORIGINAL TARE d. REWEIGH TARE e. REWEIGH NET f. THIS SHIPMENT WAS ORDERED FOR REWEIGH AND SERVICES WERE ACCOMPLISHED AS SHOWN ABOVE. (1) SIGNATURE OF TRANSPORTATION OFFICER [Signature] (2) DATE (YYYYMMDD) 05/07/04				H. SIGNATURE OF TRANSPORTATION OFFICER [Signature]		I. DATE (YYYYMMDD) 05/07/04	
8. SIGNATURE OF CARRIER'S REPRESENTATIVE [Signature]		9. DATE (YYYYMMDD) 6-30-03									
10. CARRIER'S SHIPMENT REFERENCE NO. HG-13192-0		11. AGENT OR DRIVER CODE 049		15. ADDITIONAL SERVICES							
12. REMARKS Appliance De-Service, initial <u>X?</u> Unpacking performed, initial <u>X m.e.</u>				a. LABOR - NUMBER OF MAN-HOURS (Describe services in "Remarks")		(1) NUMBER		(2) UNIT PRICE		(3) CHARGE	
				b. PIANO/ORGAN OR EXCESS CARRY SERVICES						NONE	
				c. OTHER (Describe in "Remarks")						NONE	
16. CONSIGNEE'S STATEMENT OF DELIVERY AND LOSS OR DAMAGE Notice is hereby given to the carrier to whom this statement of accessorial services performed is surrendered that the shipment was received in condition as shown below and that claim, if any, will be made for the value of such loss and/or damage as indicated.											
a. DESCRIPTION OF LOSS OR DAMAGE						b. ACTUAL OR ESTIMATED WEIGHT					
17. WAIVER Unpacking and removal of packing material, boxes/cartons, and other debris is hereby waived.				a. INVENTORY NUMBERS		b. SIGNATURE					
18. CERTIFICATION. I have received the property described on this form:				a. FROM (Name of Transportation Company) Ab-Tex Transfer & Storage		b. AT (Actual Point of Delivery) 4325 Mary Lou Abilene, Texas		in apparent good order and condition except as noted above.			
c. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT [Signature]				d. DATE OF DELIVERY (YYYYMMDD) 6-30-03							



NON-TEMPORARY STORAGE

Continuity Notes for Non-temporary Storage (TMO)

1. Ensure proper notification of expiration (i.e. letters, e-mail traffic, phone call annotations, etc..) to the member is in the files. Convert if no response from member or no further entitlement exists.
2. Ensure most recent renegotiation paperwork (i.e. DD1164, list w/new service order #, etc.) is in the member's file.
3. Require Permanent Mailing Addresses (PMA's) for all NTS shipment.
4. Calculation of expiration dates for Handling-In
 - a. Exactly what orders state (i.e. 36 month tour and RNLTD is 20-Jul-03, expiration date is 20-Jul-06)
 - b. NTS lots using base housing orders go into storage for 36 months
 - c. Lots pending overseas – estimated storage period is 6 months and the expiration date is for the complete duration of the tour
 - d. Civilians – estimated storage period is 36 months and expiration date is 30-Sep of current year (year used in fund cite)
 - e. Don't add 90 days of SIT to the end of any expiration dates
5. Fund Cites
 - a. Don't use ATAC for NTS shipments
 - b. List housing fund cites exactly as they appear on the orders
 - c. Army fund cite "PME3" not valid, use long line of accounting
 - d. When handling-in use NTS fund cite
 - e. When handling-out (Release Out – RO), use NTS fund cite.
 - f. For local releases (RL), utilize the PCS fund cite.
*TOPS will generate the NTS invoice utilizing the PCS fund cite for drayage and unpacking fees and automatically produce a second entry to calculate storage and handling-out fees based on the NTS fund cite.

NOTE: If the member is picking up the shipment at dockside, utilize the NTS fund cite because no drayage or unpacking will be utilized.

Continuity Notes for Non-temporary Storage (agents)

1. JPPSO Outbound section books ALL NTS Handling-In/Out
2. Weight tickets and inventories MUST be submitted NLT 7 workdays after pick-up per Basic Ordering Agreement, C-7 (c)
3. Verify accuracy of ALL Handling-In/Out and Quarterly Storage invoices
4. Do NOT write on the invoices. Make annotations on a separate sheet of paper, sign the invoice, and return to JPPSO
5. DFAS website for payment inquiries
 - www.dfas.mil

NTS FOLDER SET-UP

LEFT SIDE OF FOLDER

(From top to bottom)

- DD1164's stapled to folder
- Copy of weight ticket & original inventory (Folded in half & put under bottom DD1164)

RIGHT SIDE OF FOLDER

(From top to bottom)

- DD1299
- Orders and/or letter in lieu of orders
- Misc. (letter, Power of Attorney, AF2473, etc.) - -
- Original weight ticket & copy of inventory
- Booking worksheet

* Note: The most recent paperwork is at the top of each side of the folder.

Files are color coded by the **LAST TWO DIGITS** of the SSN as follows:

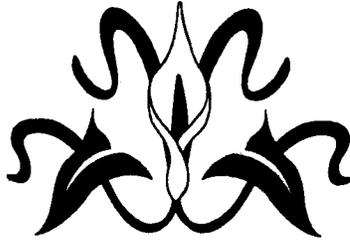
00-09	Orange
10-19	Green
20-29	Yellow
30-39	Grey
40-49	Gold or Goldenrod
50-59	Blue
60-69	White
70-79	Violet, Lavender, or Purple
80-89	Pink
90-99	Red

Pack/Pick-up Dates

123-45-6789

(As far right as possible) Smith
(If pending overseas) POS
(If shipment is a POV) POV

N
T
S



NONTEMPORARY STORAGE REMINDER

Remember, in accordance with the Basic Ordering Agreement (BOA), contractors are responsible for providing JPPSO the original and one copy of the warehouse receipt, inventory, and weight tickets within 7 working days after handling in a new lot.

NTS INVENTORY PACKETS

PLEASE arrange both packets in the following order

PACKET 1 (agent's) stapled together

- 1 - **Original** warehouse receipt (ensure required info is on document IAW BOA paragraph C-7 (c), i.e. **SSAN**, Lot #, net weight), and **SIGNED**
- 2 - **Original** Inventory
- 3 - **COPY** of weight ticket (not required)

PACKET 2 (JPPSO-SAT) stapled together

- 1 - **ORIGINAL** weight ticket – **members name and service order number is required**
- 2 - **Copy** warehouse receipt
- 3 - **Copy** inventory (make sure it is readable)

Please staple packet 1 on top of packet 2.

Please ensure company name is clearly on warehouse receipt.

THANK YOU FOR YOUR ASSISTANCE

9 Oct 02

DFAS-BVFA/SA (Ms. Burns)

MEMORANDUM FOR: Joint Personal Property Shipping Office

SUBJECT: Vendor Pay Inquiry System

In order to assist the Joint Personal Property Shipping Office vendors in inquiring about their payments made by the San Antonio Field Location, please use the following instructions:

1. Log on to the DFAS web page at www.dfas.mil
2. Under Money Matters click on Vendor Pay Inquiry System
3. Click on Non-MOCAS Vendor pay Inquiry System HELP
4. Click on the preferred option and run the inquiry

For the initial inquiry vendors may need to contact DFAS-SA to obtain their contract number. If they cannot find the information through the DUNS number and CAGE CODE inquiry, please contact Jesse Hernandez at (210) 527-8491, Cathy Burns at 527-8620, or DFAS-SA Customer Service Number: 888-478-5636,

//SIGNED//

Catherine BURNS

Supervisor, Miscellaneous Section