

## USTRANSCOM Personal Property Advisory #20-0074A

**Date:** 30 April 2020

**From:** USTRANSCOM Personal Property Program Directorate (TCJ9), Scott AFB, IL 62225

**To:** Military Service Headquarters Representatives, Worldwide Personal Property Shipping Offices (PPSO), Personal Property Processing Offices (PPPO), and DoD-Approved Personal Property Transportation Service Providers (TSP)

**Subject:** Change 4 to the 400NG and International Tender (IT) Addressing the DOD Stop Movement Adjustment

1. Implementing the DOD Stop Movement Order transferred a significant operational and administrative burden to TSPs; in recognition of that burden, USTRANSCOM has approved a 10% Adjustment to shipments processed during the Stop Movement Order period.
2. Change 4 will provide instructions on how TSPs may submit payment requests for the 10% Stop Movement Adjustment and instructs how Shipping Offices should process those requests. Change 4 will be posted at <https://www.move.mil/SME>.
3. This adjustment applies to shipments that were previously awarded to a TSP but cancelled or otherwise withdrawn from the TSP before the shipment was serviced as a result of implementing the Stop Movement Order. Similarly, this adjustment also applies to all shipments awarded to a TSP during the Stop Movement Order period and serviced by that TSP.
4. The Adjustment DOES NOT APPLY to local moves, Non-Temporary Storage- Retrograde shipments, Direct Procurement Method, and One-Time Only shipments.
5. Application of this Adjustment is retroactive to 13 March, and not tied to publication date of this advisory.
6. For shipments that were previously awarded to a TSP but cancelled or otherwise withdrawn from that TSP as a result of implementing the Stop Movement Order, the Adjustment is based on the estimated weight as submitted by the customer.
  - 6.1. These shipments will require the TSP to create an e-Bill with a detailed note (i.e., BL, Stop Movement Adjustment, unable to invoice DPS).
  - 6.2. TSP will submit an eBill using this specific document number format; "COVID\_SCAC\_BL".

**NOTE:** EBills that have been submitted to US Bank, but have not been processed and/or on hold in Syncada, will be **canceled and resubmitted** utilizing the new format.
  - 6.3. PPSO can retrieve eBill information in Syncada – Users will select the Document Type of eBill under the Control Tab while performing their advanced search. See attached US Bank Quick Reference Guide.
  - 6.4. PPSO processing Ebills in US Bank must ensure to assign the correct line of accounting (LOA) data (i.e., SDN, TAC, LOA, etc.) before processing eBills. LOA data can be located on the orders used to book shipment. PPSO must use the Charts of Account in US Bank to select the correct LOA.

**7.** For shipments awarded prior to the Stop Movement Order and serviced by the TSP during the Stop Movement ordered, the 10% adjustment, if applicable, is based on the actual weights.

7.1. These shipments are not eligible unless they have a confirmed date change in DPS from the original order, or scheduled delivery out of SIT, caused by the Stop Movement.

7.2. Billing for these shipments will be submitted in DPS using the MISC Item code, with a detailed note indicating "DOD Stop Movement Adjustment" and listing the 10% amount associated with item codes listed in paragraph 10.

**8.** For shipments awarded during the Stop Movement Order and scheduled to move outside the current Stop Movement period, the 10% adjustment, if applicable, is based on the actual weights.

8.1. These shipments are not eligible unless the Stop Move Order is extended to include the shipment AND the shipment has a confirmed date change in DPS from the original order.

8.2. Billing for these shipments will be submitted in DPS using the MISC Item code, with a detailed note indicating "DOD Stop Movement Adjustment" and listing the 10% amount associated with item codes listed in paragraph 10.

**9.** For all other shipments awarded during the Stop Movement period and serviced by the TSP as ordered during the Stop Movement period, the 10% adjustment is based on the actual weights

9.1. Billing for these shipments will be submitted in DPS using the MISC Item code, with a detailed note indicating "DOD Stop Movement Adjustment" and listing the 10% amount associated with item codes listed in paragraph 10.

**10.** In both scenarios, the Adjustment is based on the following item codes:

10.1. Domestic: LHS, 105A, 135A, and 135B. TSP's LHS discount (dLHS) applies.

10.2. International: LHS

**11.** Item Code exceptions:

11.1. For domestic shipments to/from Alaska, TSP will not include water-haul charge.

11.2. For NTS-R shipments, TSP will use 105J, not 105A.

**12.** TSPs are required to pass through any charges paid by the Government to the TSP person(s), corporation(s), HHGs carriers, HHGs freight forwarders, or other authorized TSP(s) that actually bears the cost for any shipment(s), or any portion thereof, transported under this guidance and IAW "Pass through requirements" listed in the 400NG and IT.

**13.** TSPs are only authorized to invoice the Stop Movement Adjustment one time per shipment.

**14.** All changes to the documents are noted in red on the "List of Changes" in the 400NG and International Tender. Further explanation of these changes are detailed in these documents.

**15.** Frequently asked questions and answers will be posted at: <https://move.mil/sme>.

**16.** Any questions/concerns reference this advisory send an email to the Special Requirements and Rates Team at: [transcom.scott.tcj9.mbx.pp-billings@mail.mil](mailto:transcom.scott.tcj9.mbx.pp-billings@mail.mil).

**17.** This message was approved for release by the Deputy Director for Operations, Defense Personal Property Program, (TCJ9-O).