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# MILITARY SURFACE DEPLOYMENT & DISTRIBUTION COMMAND

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## CONVERTING SIT TO MEMBER'S EXPENSE QUICK REFERENCE GUIDE

1M1H1P





# BACKGROUND



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

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

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

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

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



# STEP 1



Using the Inbound user role, select “SIT Management”, then select “SIT Expiration” which takes you to the “Shipment SIT Nearing Expiration” page.

Look at SIT Days Remaining block. If there are negative days remaining, you need to “Extend SIT” before converting. This shipment has 38 negative, so the next step is to first extend the shipment storage days.

Select the shipment you wish to convert by clicking “Manage SIT”, which takes you to the “Manage Shipment SIT” page

NOTE: You may want to write down the GBL number as a reference.

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

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

### Shipment SIT Nearing Expiration

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

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages.

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

Rows Per Page: 10 Rows Per Page

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

Note: the -38 days











# STEP 5



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

**Shipment SIT Nearing Expiration**

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

Click the column header to sort the list by that column. Use the Display Count dropdown to select the number of rows to display on the page. Use the arrows and page number links at the bottom to scroll between the pages.

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

Rows Per Page: 10 Rows Per Page

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

**Note: The SIT days remaining is “0”.**



# STEP 6



Go to the “Action” line, click the drop down and select “Convert SIT to Customer Expense”.

Note: The “SIT Activity” section at the bottom of the screen tracks activity of the shipment.

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Show: Shipment Mgmt | Thursday, February 02, 2012 2:36:20 PM | Reports | Queries: | HELP

### Manage Shipment SIT

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

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

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

**SIT Activity:**

Event Date	Event Type	Reason / Comments	# of Days	Net Weight	User ID
Feb 2, 2012	SIT Days Authorized	Must extend before I can convert to mbrs expense. RML	78		lind0039
Feb 2, 2012	SIT Days Extended	Other Must extend before I can convert to mbrs expense. RML	38		lind0039
Dec 22, 2011	Extension Request	Awaiting completion of residence under construction test 6638 - remarks entered 12/22/11 - gp			481918254
Dec 22, 2011	30 Day Email	Email sent to: neal.lenzie.ctr@ustranscom.mil			CUSTOMER_NOTIFICATION

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





# STEP 7



The "Conversion Date" is pulled from the new "SIT Expiration Date". You must input conversion remarks (see example words below) Click "Submit" to update. A popup appears confirming the conversion action. Click "OK". DPS returns user back to the "Shipment SIT Nearing Expiration" page. NOTE: Once changes are submitted, DPS will not allow the PPSO user to undo this action.

**Windows Internet Explorer**

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

OK Cancel

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

### Manage Shipment SIT

**Customer Name:** Neece, Jason  
**Customer SSN:** XXX-XX-6234  
**Service Branch:** Air Force  
**Order Number:** 6611  
**Order Type:** Permanent Change of Station  
**Shipment Type:** dHHG  
**BL/GBL Number:** AGFM0000804  
**Channel:** US14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)  
D  
AAAA  
AAAA FORWARDING, INC.  
AAAA Origin Ship Agent  
2011-11-08  
2011-11-30  
2011-11-30  
N  
2011-11-08  
2011-11-08  
Gross Net  
1000 1000  
0

**SIT Data:**

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

**Action:** Convert SIT to Customer Expense

**Conversion Date:** 2012-02-02

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

1826 characters left

Submit Back

**Total Containers:** 0

**SIT Activity:**

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

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



# STEP 8



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

The screenshot shows the Defense Personal Property System (DPS) web application. The browser window title is "DPS - Test - 1.4.09.844 - V3 - Windows Internet Explorer". The URL is "https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&\_sn=XTIQNNUkKkWEN2ZCGygAqyfrN928AIubtA-dQZ-So3GI\_&SWETS=". The page title is "Defense Personal Property System (DPS)". The navigation menu includes "Home", "2DMSL", "DPS Analytics", "Customer Surveys", "Rates", "Counseling", "Shipment Mgmt", "DPS User Satisfaction", "Consignment Guide", "Audit", "Training", and "TOPS". The "Search/Reports" menu item is highlighted in red. The "Search For Shipments" form is displayed with the following fields: "BL Number:" (AGFM0000804), "Customer SSN:", "Customer LName:", "Orders Number:", "Origin GBLOC/GBLOC Name:" (Select from Below), "Destination GBLOC/GBLOC Name:" (Select from Below), "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):", and a "Search" button. The "Search" button is also highlighted in red. The page footer includes "Unclassified/FOUO-Privacy Act Applies" and "Trusted sites | Protected Mode: Off".



# STEP 9



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

The screenshot shows the Defense Personal Property System (DPS) web application interface. The browser title is "DPS - Test - 1.4.09.844 - V3 - Windows Internet Explorer". The URL is "https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&\_sn=XTIQNNUkKwENZCCGygAqyfrN928A1ubtA-dQZ-So3GI\_&SWETS=". The page title is "Defense Personal Property System (DPS)". The navigation menu includes "Home", "2DMSL", "DPS Analytics", "Customer Surveys", "Rates", "Counseling", "Shipment Mgmt", "DPS User Satisfaction", "Consignment Guide", "Audit", "Training", and "TOPS". The "Shipment Mgmt" menu is expanded, showing "View/Edit Shipment" highlighted with a red box. The search results section displays "Displaying search results for the search criteria: GBLNumber=AGFM0000804". The table below shows the search results:

Status	View/Edit Shipment	BL/GBL	Customer Name	Customer SSN	Orders Number	Origin PPSO	Destination PPSO	TSP	Required Delivery Date	Shipment Type	Channel	Code Of Service	Origin City	Origin State	Destination City	Destination State
In Storage-in-Transit (SIT) at Destination	View/Edit	AGFM0000804	Neece, Jason	XXX-XX-6234	6611	AGFM	KKFA	AAAA	2011-11-30	HHG	US 14 To REGION 5 (Colorado, Kansas, Missouri, Nebraska)	D	BOSTON	MA	DENVER	CO

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



# STEP 10



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

DPS - Test - 1.4.09.846 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&\_sn=wcFK3fZ0BJQI-eAZcfxImWpsHOxwfx9Nc3PWwQcDRE\_&SWETS=

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

Home | Site Map | Log Out |

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

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

**Main**

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

Edit	Location	Street	City	State	Zip	Country
	Shipment Primary Pickup Address	456 There St	BOSTON	MA	02109	US
<a href="#">Edit Location</a>	Shipment Primary Delivery Address	2755 B Delta Place	COLORADO SPRINGS	CO	80910	US
	Shipment Authorized Pickup Address	456 There St	BOSTON	MA	02109	US
<a href="#">Edit Location</a>	Shipment Authorized Delivery Address	here	DENVER	CO	80234	US

**Shipment Containers:**

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

Container Number	Container Seal Number
1	12
2	13

**SIT Information:**

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

Edit SIT	SIT Type	SIT Control Number	SIT Facility Contractor	SIT Date In	SIT Date Out	SIT Conversion Out	Days Authorized	SIT Portions
<a href="#">Edit SIT</a>	D	113560001	DOYLE TRANSPORT	2011-11-16		2012-02-02	78	

**Delivery Information:**

Edit Delivery	Delivery Date	Delivered Weight

**Reweighs:**

Reweigh Date	Reweigh Gross Weight	Reweigh Net Weight	Reweigh Tare Weight	Reweigh Ticket Number	Reweigh Note

**Preapprovals:**

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

**Special Items:**

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Done Trusted sites | Protected Mode: Off 100%



# STEP 11



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

**Edit Shipment SIT**

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

**SIT Data**

Weight In	Date
1000	2011-11-16

**SIT Weights Out**

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

**SIT Facility Data:**

Current Warehouse Facility: DOYLE TRANSPORT  
Select New Warehouse Facility:

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

Once you write down the SIT address information; click back.





# STEP 12



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

DPS - Test - 1.4.09.846 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&\_sn=wcFK8fZ0BJQI-eAZcfMwPshOXwfx9Nc3PWwQcDRE\_8SWETS=

File Edit View Favorites Tools Help

DPS - Test - 1.4.09.846 - V3

### Defense Personal Property System (DPS)

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Home | Site Map | Log Out |

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

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

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

Inspection Location: \_\_\_\_\_ Destination \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Dec 2, 2011

Inspection Remarks: \_\_\_\_\_

Violations: \_\_\_\_\_

#### Location Information:

Updates to pickup and delivery addresses in Shipment Management will not be reflected in the DoD Customer's profile.

**Enter Extra Delivery**

Edit	Location	Street	City	State	Zip	Country
<a href="#">Edit Location</a>	Shipment Primary Pickup Address	456 There St	BOSTON	MA	02109	US
	Shipment Primary Delivery Address	SIT	COLORADO SPRINGS	CO	80910	US
	Shipment Authorized Pickup Address	456 There St	BOSTON	MA	02109	US
<a href="#">Edit Location</a>	Shipment Authorized Delivery Address	here	DENVER	CO	80234	US

#### Shipment Containers:

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

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

Container Number	Container Seal Number:
1	12
2	13

#### SIT Information:

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

Edit SIT	SIT Type	SIT Control Number	SIT Facility Contractor	SIT Date In	SIT Date Out	SIT Conversion Out	Days Authorized	SIT Portions
<a href="#">Edit SIT</a>	D	113560001	DOYLE TRANSPORT	2011-11-16		2012-02-02	78	

#### Delivery Information:

Edit Delivery	Delivery Date	Delivered Weight
---------------	---------------	------------------

#### Reweighs:

Reweigh Date	Reweigh Gross Weight	Reweigh Net Weight	Reweigh Tare Weight	Reweigh Ticket Number	Reweigh Note
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# STEP 13



Update the “Street Address” to reflect the SIT warehouse address (Example: (WHA) 2755 B Delta Place). Click “Continue”.

NOTE: Warehouse Address (WHA) identifies shipment was converted to customer’s expense.

The screenshot shows a web browser window displaying the Defense Personal Property System (DPS) interface. The browser title is "DPS - Test - 1.4.09.852 - V3 - Windows Internet Explorer". The address bar shows the URL: [https://dpstest.sddc.army.mil/finsechannel\\_enu/start.swe?SWECmd=Login&SWEPL=1&\\_sn=RomKEPd9oQGLJDDuVlGROkSZHv-oCtaPva6PVfxGUo\\_8SWETS=](https://dpstest.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=RomKEPd9oQGLJDDuVlGROkSZHv-oCtaPva6PVfxGUo_8SWETS=). The page title is "Defense Personal Property System (DPS)". The navigation menu includes: Home, 2DMSL, DPS Analytics, Customer Surveys, Rates, Counseling, Shipment Mgmt, DPS User Satisfaction, Consignment Guide, Audit, Training, TOPS. The main content area is titled "Edit Shipment Primary Delivery Address". The form contains the following fields:

- Street Address: (WHA) 2755 B Delta Pla
- Location:  CONUS (U.S.)  OCONUS (Non U.S.)
- Select City: [Empty text box]
- City: Type in the first 4 letters of the city above  
COLORADO SPRINGS
- County: EL PASO
- State: COLORADO
- Zip: 80910

Buttons: Continue, Back

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



# STEP 14



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

The screenshot shows the Defense Personal Property System (DPS) web application. The browser title is "DPS - Test - 1.4.09.852 - V3 - Windows Internet Explorer". The address bar shows the URL: [https://dpstest.sddc.army.mil/finsechannel\\_enu/start.swe?SWECmd=Login&SWEPL=1&\\_sn=RomKEP90QGIJDDuVlGROkSZHv-oCtaPva6PVfxGUo\\_&SWETS=](https://dpstest.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=RomKEP90QGIJDDuVlGROkSZHv-oCtaPva6PVfxGUo_&SWETS=). The page title is "Defense Personal Property System (DPS)". The navigation menu includes: Home, 2DMSL, DPS Analytics, Customer Surveys, Rates, Counseling, Shipment Mgmt, DPS User Satisfaction, Consignment Guide, Audit, Training, TOPS. The main content area is titled "Edit Shipment Primary Delivery Address Confirmation". The location information is as follows:

Location GBLOC:	KKEA
Location Street Address:	(WHA) 2755 B Delta Place
Location City:	COLORADO SPRINGS
Location State:	CO
Location Zip Code:	80910
Location Country:	US

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

Buttons: Save And Continue, Back

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



# STEP 15



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

DPS - Test - 1.4.09.852 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&sn=wwbLLjmIBCS-Mr1KgLanUhaGt3X1kUkhYletGTlibU\_8&SWETS=

File Edit View Favorites Tools Help

DPS - Test - 1.4.09.852 - V3

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

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

Show: Shipment Mgmt Tuesday, February 14, 2012 7:19:53 PM Reports Queries: HELP

**Main**

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

Inspection Location: \_\_\_\_\_ Destination: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Dec 2, 2011

Inspection Remarks: \_\_\_\_\_

Violations: \_\_\_\_\_

**Location Information:**

Updates to pickup and delivery addresses in Shipment Management will not be reflected in the DoD Customer's profile.

**Enter Extra Delivery**

Edit	Location	Street	City	State	Zip	Country
	Shipment Primary Pickup Address	456 There St	BOSTON	MA	02109	US
<a href="#">Edit Location</a>	Shipment Primary Delivery Address	(WHA) 2755 B Delta Place	COLORADO SPRINGS	CO	80910	US
	Shipment Authorized Pickup Address	456 There St	BOSTON	MA	02109	US
<a href="#">Edit Location</a>	Shipment Authorized Delivery Address	here	DENVER	CO	80234	US

**Shipment Containers:**

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

Container Number	Container Seal Number:
1	12
2	13

**SIT Information:**

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

Edit SIT	SIT Type	SIT Control Number	SIT Facility Contractor	SIT Date In	SIT Date Out	SIT Conversion Out	Days Authorized	SIT Portions
<a href="#">Edit SIT</a>	D	113560001	DOYLE TRANSPORT	2011-11-16		2012-02-02	78	

**Delivery Information:**

Edit Delivery	Delivery Date	Delivered Weight

**Reweighs:**

Reweigh Date	Reweigh Gross Weight	Reweigh Net Weight	Reweigh Tare Weight	Reweigh Ticket Number	Reweigh Note

**Preapprovals:** [Edit Preapprovals](#)

Current Approval Status	Responsible PPSO	Item Service Code	Description	Submit Date	PPSO Note
Approved	KKFA	185A	SIT 1st Dav	2011-12-22	Preapproval item automatically generated as a result of approval of TSP SIT

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# STEP 16



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

The screenshot shows the Defense Personal Property System (DPS) web application. The search results table displays the following data:

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

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

Check DPS the next business day to verify status changed





# PPSO'S RESPONSIBILITIES



Prior to shipment being “Converted to Customer’s Expense”, PPSO shall contact the member/employee and provide them with the warehouse information. PPSO will provide member/employee guidance on what they need to do and what charges they are liable for.

PPSO shall inform member/employee, they are required to pay the warehouse/agent for storage costs only and NOT for the delivery of the shipment. When member/employee is ready for delivery, they shall notify PPSO. PPSO will contact warehouse reference delivery request. If there are any questions/concerns during the time of delivery, member/employee must contact the PPSO.

PPSO shall provide the warehouse/agent a copy of the DD1857. This informs the warehouse/agent of the effective date of the commercial storage.

Note: Recommend the Inbound section pull a report in DPS Analytics for shipments that had been “Converted to Customer’s Expense” and provide the report to the invoicing personnel/section. The certifier shall use report to verify TSP is submitting appropriate refund for nonperformance of unpacking.



# TSP RESPONSIBILITIES



After the effective date of the conversion has been met, TSP shall update shipment status to “Delivered Complete”. In this example, the effective date is 3 Feb 12 (i.e. 3 Feb 12, 00:01 AM). On 3 Feb 12 TSP will update shipment status to “Delivered Complete”.

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

Domestic - TSP shall refund the prepayment of unpacking that is combined with full packing under item code 105A. In order to refund the unpacking, TSP shall use the “Misc” item code (223A) with a note explaining refund. The appropriate unpacking amount due is IAW the 400NG Baseline rates.

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

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