

SDDC-PP Advisory 16-0134

Date: 6 September 2016

From: AMSSD-PPQ Scott AFB, IL

To: All Military Service Headquarters Representatives, Personal Property Shipping Offices (PPSOs), and Transportation Service Providers (TSPs)

Subject: Special Solicitation (SS) Business Rules, Processes and Shipment Guidance

1. For SS shipments processed through **DPS**, per the IT-16, Chapter 10, Item 1004, "each Special Solicitation grouping is a winner takes all based on the TSP with the highest overall BVS for the aggregate of all channels in the Special Solicitation".
2. For SS shipments processed through **TOPS**, per the I-25 Change 5, Chapter X, Item 1008, "each Special Solicitation grouping is a winner takes all based on the TSP with the lowest overall Single Factor Rate (SFR) for the aggregate of all channels in the solicitation".
3. IAW the IT-16 and I-25 Change 5, "TSPs may **not refuse** shipments on any channels that comprise SS once they are selected as the primary (winner)". If a TSP refuses a SS shipment they are subject to SDDC punitive action (reference DTR Chapters 402 and 405). If a TSP refuses a shipment PPSOs must immediately contact the SDDC International Rates Team as indicated in this message. In addition the IT-16 Item 1004 indicates that, "If the primary TSP (winner) is suspended or placed into nonuse, the corresponding sequential TSP (i.e. #2, 3, 4) will become the primary (winner) TSP for all specific (Market, GBLOC, Channel) SS shipments until suspended or nonuse TSP is reinstated or the rate cycle ends".
4. All SS shipments shall be booked directly with the #1 TSP, NOT the Agent.
5. For SS shipments booked through TOPS, it is the JPPSO's/PPSO's responsibility to verify that an approved Letter of Intent (LOI) exists for the origin rate area and code of service for each SS TSP. If an LOI does not exist for a specific origin rate area, JPPSO/PPSO must create the LOI in TOPS. If these steps are not followed it will preclude the TSP from displaying in the route screen.
6. All JPPSOs/PPSOs shall ensure the #1 TSP appears in TOPS when booking SS shipments by verifying the ranking of each TSP for that particular TOPS SS grouping. Verifications can be performed by visiting [https://etops.sddc.army.mil/pls/spsl/spsl\\_reports1.report\\_form](https://etops.sddc.army.mil/pls/spsl/spsl_reports1.report_form). If the #1 TSP does not populate for a specific origin rate area and the

JPPSO/PPSO has verified an approved LOI exists, then a Helpdesk ticket should be created.

7. For questions regarding this message, please email [usarmy.scott.sddc.mbx.pp-rates-intl@mail.mil](mailto:usarmy.scott.sddc.mbx.pp-rates-intl@mail.mil).
8. This message was approved for release by the Business Processes Division Chief, HQ SDDC.