

SDDC-PP Advisory 16-0126

Date: 28 July 2016

From: AMSSD-PP Scott AFB, IL 62225

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

Subject: Reweigh Procedures in the Defense Personal Property System (DPS)

1. The following steps must be followed sequentially when requesting reweighs. A Pre-approval entry or a statement in the General Remarks section of shipment management is **“NOT”** a reweigh request.
2. PPSOs (origin or destination) or customers can request a reweigh during any status of a shipment beginning with the status “Offer accepted & pre-survey pending” and ending prior to “Delivery complete.” Weights do not have to be entered and a shipment does not have to be arrived for a reweigh request to be made.
3. PPSO must request and manage reweighs as follows:
 - A. Under Shipment Management Tab
 - 1.) Under “Main” in the blue shaded area
 - 2.) Select “Shipments Requests and Corrections” Queue
 - 3.) Select “Request Reweigh”
 - 4.) Enter GBL number
 - 5.) Select “Search”
 - 6.) Select the blue “Request Reweigh” link
 - 7.) Select the grey “Request Reweigh” box
 - 8.) Once completed, the “Monitor PPSO Shipment Requests” screen will populate
 - 9.) Sort the BL/GBL to verify the GBL reweigh request
 - B. If shipment is in “Arrived” status in DPS
 - 1.) When requesting a reweigh for a shipment in an arrived status and with a first available delivery date on that day, contact the TSP to determine if the reweigh can be performed.
 - 2.) If the reweigh can be performed, enter the date, time and name of the person confirming the reweigh in the general remarks section of shipment management, request the reweigh, and then create and approve the Preapproval as listed in Para 3C.
 - C. Creating a preapproval
 - 1.) In the “Monitor Reweigh” queue sort either by BL/GBL or customer’s name
 - 2.) Upon finding the customer’s shipment, click on “view/edit”
 - 3.) Click on “Edit Preapprovals”
 - 4.) Click on “Enter additional Preapproval items”

- 5.) If TSP has requested the Preapproval and it is listed under current preapproval items, approve it and you are done, if not listed, than select “Enter Additional Preapproval Items”.
- 6.) Select appropriate reweigh item code, based on Code of Service, domestic or overseas shipment, and whether you are the origin or destination PPSO.
- 7.) Click “OK” which will take you back to the “Preapprovals for Shipment” page
- 8.) Under “Current Preapproval Items” there will be a line for the reweigh request.
- 9.) Under “Set approval” click on drop down list and select “Approved”
- 10.) Click on “Submit

NOTE: *If the PPSO or Customer requests a witness reweigh, PPSO must enter in preapproval remarks a statement requesting a witness reweigh, and include the PPSO/JPPSO phone/email for the TSP to coordinate the witnessed reweigh in addition to TSP entry of DPS date/time/location entry (see Paragraph 4.A.6).*

D. If a reweigh is requested by a Customer, follow the below steps to review and Approve the request

- 1.) Under Shipment Management Tab
 - a. Under Main in the blue shaded area
 - b. Select Shipment Requests and Corrections
 - c. Select Customer Request
 - d. PPSO can respond to Customer reweigh request by selecting "Request Reweigh" and creating and approving the Preapproval as in Para 3C. The request will flow as normal to the TSP
- 2.) Verbally. If the customer requests a reweigh during a direct delivery and the TSP performs the requested service, the PPSO should approve and pay for service if within tolerance.

E. PPSOs (origin or destination) can verify a reweigh request has been submitted as follows under Shipment Management Tab:

- 1.) Under Main in the blue shaded area
- 2.) Select Monitor Reweighs under “Shipment Requests and Corrections”
- 3.) Sort BL/GBL to view the GBL

4. TSPs must view and respond to Reweigh Requests as follows:

A. Under Shipment Management Tab

- 1.) Under “Main” in the blue shaded area
- 2.) Select “Shipment Requests and Corrections” Queue
- 3.) Select PPSO or Customer Request Queue
- 4.) TSP can view requests and sort by GBL, date
- 5.) If reweigh is requested, then TSP must review preapproval remarks to see if a “witness” reweigh was requested. If preapproval has not been entered by PPSO, the TSP can request preapproval during this review

- 6.) If a “witness” reweigh is requested follow the steps a-d below. If no witness reweigh was requested go to step 7
 - a. Select “the “Enter Reweigh Schedule” link
 - b. Submit Reweigh Schedule, now the “Enter Reweigh” link becomes visible
 - c. PPSO receives notice of reweigh schedule and location via email
 - d. When reweigh is conducted, TSP returns to “PPSO Request queue” and selects the “Enter Reweigh” link and enters reweigh information

NOTE: *If a reweigh is requested, TSP should check the preapproval remarks for witness reweigh request and PPSO contact information. The TSP must provide the reweigh date/time/location by entering into DPS and/or contacting the PPSO directly to ensure the PPSO has the opportunity to perform the witnessed reweigh.*

- 7.) If TSP receives a reweigh notification, and there is no preapproval request in DPS then a witness reweigh is not required. TSP must perform the reweigh and submit the necessary request for pre-approval at the earliest opportunity.
- 8.) Upon completion of the reweigh, the TSP must go to the “Shipment Requests and Corrections” Queue, then select either the “Reweighs” queue or “PPSO Request” queue, select the “Enter Reweigh” link and enters reweigh information.
- 9.) Once the reweigh weight has been entered, the schedule reweigh option and enter reweigh weight links are no longer seen in the TSP queue; however, the TSP can query in the “Reweighs” queue and search by GBL or customer name to see reweigh info.

B. Prior to arriving a shipment in DPS

- 1.) TSPs must check the PPSO request or Customer request queue for reweigh requests. If a request is found then TSPs must review preapproval remarks to see if a “witness” reweigh was requested. If preapproval has not been entered by PPSO, the TSP must perform the reweigh and can request preapproval during this review
- 2.) When requested by the PPSO/customer prior to the arrival of the shipment in DPS, TSP must conduct the reweigh before the actual commencement of unloading of the shipment for delivery or into storage. If the customer requests a reweigh during a direct delivery and the TSP performs the service, the PPSO should approve and pay for service if within tolerance.

C. Shipment in arrival Status in DPS. Prior to requesting a reweigh for shipments with a first available delivery date on the day of the request, PPSO will contact the TSP to determine if the reweigh can be performed. If TSP confirms, the PPSO will enter the date, time and name of the person confirming the reweigh in the general remarks section of shipment management, then request the reweigh

D. Reweigh ordered during Storage. If the reweigh request is made while a shipment is in storage, the TSP must complete reweigh before or in conjunction with the delivery out of SIT.

5. Email functional questions and concerns regarding this advisory to army.sddc.safb.pops@mail.mil and billing questions to usarmy.scott.sddc.mbx.pp-billings@mail.mil

6. This message is approved for release by the Chief of Business Processes Division, Personal Property, HQ SDDC.