



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

APR 14 2014

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR DIRECTOR, FORCE PROJECTION AND DISTRIBUTION (G4),
U.S. ARMY
COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND,
U.S. NAVY
DIRECTOR OF LOGISTICS, LOGISTICS INSTALLATIONS
AND MISSION SUPPORT, U.S. AIR FORCE
DIRECTOR, LOGISTICS PLANS, POLICIES, AND STRATEGIC
MOBILITY DIVISION, U.S. MARINE CORPS

SUBJECT: Consolidation of Personal Property Shipping Offices Signed Memorandum of Agreement

Thank you for your support of the Memorandum of Agreement (MOA) to consolidate Personal Property Shipping Offices. Attached is your copy of the completed MOA. This MOA outlines responsibilities and resources to complete the consolidation by 2018.

Request that you coordinate with the appropriate military Services and within your organizations, especially your personnel and budget offices, to implement the MOA and to transfer the necessary resources in accordance with this MOA.

My point of contact is Mr. Ron Black, 571-372-5219, ronald.l.black10.civ@mail.mil.


Donald C. Stanton
Deputy Assistant Secretary of Defense
(Transportation Policy)

Attachment:
As stated

cc:
Director Strategy, Policy, and Logistics, U.S. Transportation Command

**MEMORANDUM OF AGREEMENT
BETWEEN
HEADQUARTERS UNITED STATES ARMY
AND
HEADQUARTERS UNITED STATES NAVY
AND
HEADQUARTERS UNITED STATES AIR FORCE
AND
HEADQUARTERS UNITED STATES MARINE CORPS
FOR
CONSOLIDATION OF PERSONAL PROPERTY SHIPPING OFFICES
PERSONAL PROPERTY FUNCTIONS**

**Subject: CONSOLIDATION OF PERSONAL PROPERTY FUNCTIONS WITHIN
SERVICE COMPONENTS**

Ref: (a) DoDI 4500.57, Transportation and Traffic Management
(b) Service PPSO [Personal Property Shipping Office] Consolidation Implementation Strategic Plan
(c) DTR 4500.9-R, Part-IV, Defense Transportation Regulation
(d) Office of Secretary of Defense (OSD) Letter dated March 21, 2011, SUBJECT: Consolidation of Personal Property Shipping Offices (PPSOs)
(e) Office of Under Secretary of Defense (OUSD) Letter dated August 16, 2012, SUBJECT: Consolidation of PPSOs

1. **Background.** DoDI 4500.57, Transportation and Traffic Management, instructs the heads of the DoD Components to consolidate personal property shipping offices and traffic management functions to reduce administrative personnel and facility requirements, while meeting customer requirements, whenever possible. In 2011, a Joint Service Team developed a comprehensive implementation plan (reference b) to consolidate personal property shipping offices worldwide by 2016, later extended to 2018 due to Sequestration, hiring freezes and budget cuts. The plan was a result of an extensive collaborative process that included each military Service input and concurrence regarding site consolidations, personnel actions, and timelines. The Joint Logistics Board approved the implementation plan on February 22, 2011. Subsequently, OSD issued references d and e supporting the consolidation plan.

2. **Purpose.** This Memorandum of Agreement (MOA) outlines the responsibilities of the military Services to enable the consolidation of continental United States (CONUS) PPSOs, as outlined within the implementation plan. The Services will develop separate MOAs for each consolidation. This MOA also establishes the approach to consolidate PPSOs within the European Theater, Japan/Okinawa and Korea.

4. **Scope.** The Joint Personal Property Shipping Office (JPPSO) is an activity staffed and operated by members from two (2) or more military services responsible for the acquisition of transportation, storage, and other services related to the movement of personal property within a

specified geographical Area of Responsibility (AOR), for members and employees of the DOD and USCG. The AOR consists of counties assigned to each JPPSO location. The scope of PPSO consolidation includes the following JPPSOs and geographic locations.

- a. JPPSO-Northwest: Located at Joint Base Lewis-McChord, WA and operated by the US Army.
- b. JPPSO-Mid-Atlantic: Located at Ft Belvoir, VA and operated by the US Army.
- c. JPPSO-Southeast: Located in Jacksonville, FL and operated by the US Navy.
- d. JPPSO-Southwest: Located in San Diego, CA and operated by the US Navy.
- e. JPPSO-Pearl Harbor: Located in Honolulu, HI and operated by the US Navy.
- f. JPPSO-North Central: Located in Colorado Springs, CO and operated by the US Air Force.
- g. JPPSO-Northeast: Located in Chelmsford, MA and operated by the US Air Force.
- h. JPPSO-South Central: Located in San Antonio, TX and operated by the US Air Force.
- i. European Theater, Japan/Okinawa, and Korea: Will be determined by an Economic Analysis detailing funding, manpower, information technology, and facilities.

5. Responsibilities.

- a. Department of the Army G4 will:
 - (1) Assist Army Materiel Command (AMC)/Army Sustainment Command (ASC), Army Personal Property Lead Element (APPLE), JPPSO-Mid Atlantic and JPPSO-Northwest in the development and coordination of all MOAs and obtain the final approving authority signature on all MOAs. Maintain a file copy of all signed MOAs.
 - (2) Provide logistics advice to AMC/ASC, APPLE, JPPSO-Mid Atlantic and JPPSO-Northwest concerning problems encountered in obtaining local logistics support or services.
 - (3) Coordinate review of logistics support provisions and any changes that may occur.
 - (4) Support the analysis of the OCONUS (Europe, Japan and Korea).
- b. Department of the Navy, Naval Supply Systems Command (NAVSUP) N3/4 will:

(1) Assist NAVSUP Global Logistics Support (GLS), JPPSO-Southeast, JPPSO-Southwest, and JPPSO-Pearl Harbor in the development and coordination of all MOAs. Obtain the final approval authority signature on all MOAs. Maintain a file copy of all signed MOAs.

(2) Provide logistics advice to NAVSUP GLS, JPPSO-Southeast, JPPSO-Southwest, and JPPSO-Pearl Harbor concerning problems encountered in obtaining local logistics support or services.

(3) Coordinate review of logistics support provisions and any changes that may occur.

(4) Support the analysis of the OCONUS (Europe, Japan and Korea).

c. Deputy Commandant of the Marine Corps Installations & Logistics (DC,I&L) will:

(1) Assist the Navy in the development and coordination of all MOAs with JPPSO-Southeast and JPPSO-Southwest. Obtain final approving authority signature on all MOAs. Maintain a file copy of all signed MOAs.

(2) Support the analysis of the OCONUS (Europe, Japan and Korea).

d. Department of the Air Force, A4/7 will:

(1) Obtain the final approval authority signature on all MOAs. Maintain a file copy of all signed MOAs.

(2) Support the analysis of the OCONUS (Europe, Japan and Korea)

e. The JPPSOs will:

(1) Assume responsibility for outbound personal property functions, including non-temporary storage lots (NTS), Direct Procurement Method (DPM), local moves, and all movements that are in process for all DoD and USCG personal property shipments originating and terminating in the specified counties after the conversion date.

(2) Assume responsibility for all inbound personal property functions for all DoD and USCG personal property shipments terminating in the specified counties.

(3) Coordinate delivery and invoice processing of all storage lots converted to owner's expense, that are entitled to delivery, IAW Services regulations.

(4) Obtain a copy of the current DPM contract(s) and review to ensure it includes all necessary information (price lists, performance work statement, etc.). Upon

consolidation, the JPPSO will be granted authority to place orders against and certify invoices for the DPM contract.

(5) Assume responsibility for processing all invoices for shipments or storage lots created after the effective date of transition. Processing of invoices prior to the transfer date will be the responsibility of the original PPSO.

6. Manpower

a. All manpower authorizations (civilian, military, and contractor) will be funded and administratively managed by the respective parent Service. The gaining JPPSO will receive personnel to staff back office functions (carrier and agency management, booking, documentation, billing and payment) based on the three year historical workload average of the losing PPSO from 2010-2012 by using the USAF Manpower Standard 7137. Personnel from the losing PPSO will report to the gaining JPPSO and be ready to work no later than ninety (90 days) prior to the effective date of the consolidation. Personal Property Processing Office (PPPO) staffing will be determined by the respective parent Service in accordance with reference (d) *DTR 4500.9-R, Part-IV, Defense Transportation Regulation*. Source (military, civilian and/or contractor) of each manpower authorization will be determined through cooperation/collaboration among Department of the Army, Department of the Navy, Department of the Air Force (for OCONUS (Europe, Japan and Korea)), and the Marine Corps.

b. Headquarters United States Army JPPSO manpower distribution:

(1) JPPSO-Northwest will receive a total of 24 authorizations for 46,563 shipments. Six will be provided from the Navy for 12,053 shipments. Eighteen will be provided from the Army for 34,510 shipments.

(2) JPPSO-Mid Atlantic will receive 44 authorizations for 85,456 shipments from the Army.

c. Department of the Navy JPPSO manpower distribution:

(1) JPPSO-Southeast will receive a total of 45 authorizations for 79,364 shipments. Fourteen will be provided by the Marine Corps for 16,793 shipments. Thirty will be provided by the Army for 60,869 shipments. One will be provided from the Navy for 1,702 shipments.

(2) JPPSO-Southwest will receive 20 authorizations for 34,745 shipments. Thirteen will be provided by the Marine Corps for 18,649 shipments. Seven will be provided by the Army for 13,921 shipments. 2,175 shipments will be internally consolidated by the Navy.

d. OCONUS (Europe, Japan and Korea) manpower distribution will be based on shipment volume and determined by the analysis.

7. **Administration of Consolidations:**

a. AMC/ASC will:

(1) Fund technology and administrative one-time costs for the first twelve (12) months to execute actions needed to support workstation requirements for initial stand-up no later than 120 days prior to the effective date of the consolidation.

(2) In conjunction with APPLE, initiate personnel transfer actions and conduct hiring actions for new personnel.

(3) Support the PPPOs, as required, to provide customer service, inbound and outbound move counseling and quality assurance operations.

(4) Identify training opportunities for the PPPOs during the course of performing back office support functions. Communicate training opportunities to Service Headquarters and provide support as required (e.g. training for processing household goods (HHG) shipments originating at these activities).

(5) Notify Surface Deployment and Distribution Command (SDDC) and other applicable parties of the consolidation of back office operations to a gaining JPPSO no later than 150 days prior to the effective date of the transition. ASC/AMC acknowledges by signing this MOA this notification is irreversible because SDDC will take actions that affect Transportation Service Providers (TSPs) rate filings.

b. Department of the Navy, NAVSUP N3/4 will:

(1) Fund technology and administrative one-time costs for the first twelve (12) months to execute actions needed to support workstation requirements for initial stand-up no later than 120 days prior to the effective date of the consolidation.

(2) In conjunction with NAVSUP GLS, initiate personnel transfer actions and conduct hiring actions for new personnel.

(3) Support the PPPOs, as required, to provide customer service, inbound and outbound move counseling and quality assurance operations.

(4) Identify training opportunities for the PPPOs during the course of performing back office support functions. Communicate training opportunities to Service Headquarters and provide support as required (e.g. training for processing household goods (HHG) shipments originating at these activities).

(5) Notify SDDC and other applicable parties of the consolidation of back office operations to a gaining JPPSO no later than 150 days prior to the effective date of the transition. Navy acknowledges by signing this MOA this notification is irreversible because SDDC will take actions that affect Transportation Service Providers (TSPs) rate filings.

c. Deputy Commandant of the Marine Corps (DC,I&L) will:

(1) Fund technology and administrative one-time costs for the first twelve (12) months to execute actions needed to support workstation requirements for initial stand-up no later than 120 days prior to the effective date of the consolidation.

(2) Initiate personnel transfer actions and conduct hiring actions for new personnel when applicable.

(3) Support the PPPOs, as required, to provide customer service, inbound and outbound move counseling and quality assurance operations.

(4) Identify training opportunities for the PPPOs during the course of performing back office support functions. Communicate training opportunities to Service Headquarters and provide support as required (e.g. training for processing household goods (HHG) shipments originating at these activities).

(5) Notify SDDC and other applicable parties of the consolidation of back office operations to a gaining JPPSO no later than 150 days prior to the effective date of the transition. Marine Corps acknowledges by signing this MOA this notification is irreversible because SDDC will take actions that affect Transportation Service Providers (TSPs) rate filings.

d. Department of the Air Force will:

Participate and support OCONUS (Europe, Japan and Korea) regionalization based on the Economic Analysis referenced in paragraph 4.i and 9.f.

8. Shipment Records.

a. Creation or transfer of shipment records will coincide with transfer of work. Inactive Service Member move records will remain with originating PPPO until disposition in accordance with document retention regulations.

b. PPPOs will maintain custody of hard copy inactive Service Member move records and execute proper disposition in accordance with document retention regulations. Requests for records under special circumstances (congressional interests/inquiries, Inspector General requests, BLUEBARK, etc.) will be handled according to applicable laws and regulations, and within the timeframe required under the request. Requests for retrieval of inactive Service Member move records for reasons such as payment or claims actions will be honored within five (5) Government Business Days (GBD) of receipt. If unable to retrieve and/or fulfill requests for hard copy in-active shipment records, PPPOs will provide a statement of inability to retrieve the in-active record(s) to the requesting office/individual within five (5) GBDs of acknowledgment along with any information from the applicable database (eTOPS/DPS) and provide the information to the requestor. The requestor will use the information provided by the PPPO as supporting documentation.

9. Transfer of Geographical Area of Responsibility (AOR).

a. JPPSO-Northwest: By 2018, Army will assume responsibility for all counties formerly within the AOR of Ft. Leavenworth, KS, Ft. Sill, OK, Ft. Riley, KS, and Ft. Leonard Wood, MO. By 2018, Army will assume responsibility from Navy for all counties formerly within the AOR of Puget Sound, WA.

b. JPPSO-Mid Atlantic: By 2018, Army will assume responsibility for all counties formerly within the AOR of Ft. Lee, VA, Ft. Campbell, KY, USMA West Point, NY, Ft. Bragg, NC, Ft. Drum, NY, Ft. Hamilton, NY, Detroit Arsenal, MI, Carlisle Barracks, PA and Ft. Knox, KY.

c. JPPSO-Southeast: By 2018, Navy will assume responsibility from Marine Corps for all counties formerly within the AOR of MCLB Albany, GA, MCAS Beaufort, SC, MCAS Cherry Point, NC and MCB Camp Lejeune, NC. By 2018, Navy will assume responsibility from Army for all counties formerly within the AOR of Ft. Jackson, SC, Ft. Stewart, GA, Ft. Polk, LA, Ft. Benning, GA, Ft. Buchanan, PR, Ft. Gordon, GA, Ft. Rucker, AL and Redstone Arsenal, AL. By 2018, internally realign responsibility for all counties formerly within the AOR of Guantanamo Bay, and Andros Island.

d. JPPSO-Southwest: By 2018, Navy will assume responsibility from Marine Corps for all counties formerly within the AOR of MCAS Yuma, AZ, MCAGCC Twentynine Palms, CA, and MCB Camp Pendleton, CA. By 2018, Navy will assume responsibility from Army for all counties formerly within the AOR of Presidio of Monterey, CA, Ft. Irwin, CA, and Ft. Huachuca, AZ. By 2018, internally realign responsibility for all counties formerly within the AOR of NPS Monterey CA.

e. CPPSO-Ft. Hood: By 2017, Army CPPSO-Ft. Hood will assume responsibility for all counties formerly within the AOR of Ft. Bliss, TX.

f. OCONUS (Europe, Japan and Korea): Services will consider the OCONUS environment, including unique theatre requirements, in an Economic Analysis, which will be conducted to determine the optimal world-wide end-state. The OCONUS portion of the analysis with Service recommendations to consolidate PPSOs in Europe, Japan, and Korea will be completed no later than 30 September 2014.

g. JPPSO-Pearl Harbor: No changes to AOR.

h. JPPSO-North Central: No changes to AOR.

i. JPPSO-Northeast: No changes to AOR.

j. JPPSO-South Central: No changes to AOR.

10. **Reviews, Revision, and Termination.** This MOA may be reviewed anytime conditions require substantial changes to the agreement. Substantial changes must be approved by all parties in writing prior to implementation. Minor changes will be made through addendums to this agreement. The USCG is not affected by these consolidation efforts and no signatory authority is required. Although not a signatory, the USCG will review this MOA, and inform all Coast Guard PPPOs of all Joint Consolidation changes or realignments to other Service JPPSOs. This MOA will terminate when replaced/ superseded by a new MOA or cancelled by mutual consent in writing by all participants.

11. The following signature authorities have reviewed/approved the implementation and sustainment of responsibilities as outlined within this agreement.



C. C. CRENSHAW
BGen, USMC
Assistant Deputy Commandant,
Installations and Logistics (LP)

04 MAR 2014

(Date)

COOPER.JOHN
.B.1028478913

Digitally signed by
COOPER.JOHN.B.1028478913
DN: c=US, o=U.S. Government, ou=DoD,
ou=PKI, ou=USAF,
cn=COOPER.JOHN.B.1028478913
Date: 2014.03.06 09:01:08 -0500

JOHN B. COOPER
Maj Gen, USAF
Director of Logistics
DCS/Logistics, Installations
& Mission Support

MAR 6 2014

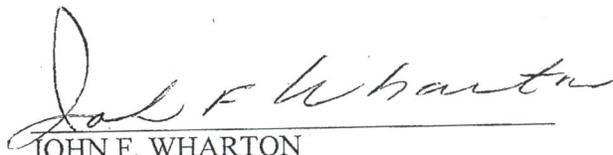
(Date)



L. A. YUEN
RADM, SC, USN
Commander, Naval Supply Systems Command

MAR 05 2014

(Date)



JOHN F. WHARTON
MG, USA
Commanding

MAR 06 2014

(Date)