

USTRANSCOM Personal Property Advisory #20-0081

Date: 28 April 2020

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

To: All Military Service Headquarters Representatives, Worldwide Personal Property Shipping Offices (PPSOs), Personal Property Processing Offices (PPPOs), and DoD-Approved Personal Property Transportation Service Providers (TSPs)

Subject: Transportation Service Provider Certification of Health Protection Protocols

- 1.** DOD created a TSP Certification of Health Protection Protocols document for use during all Defense Personal Property Program shipments where there will be interaction with DOD customers. The purpose of the form is to assure DOD customers that industry personnel working in their homes have been screened for illness in accordance with Centers for Disease Control (CDC) guidelines and equipped to follow basic health protection protocols.
- 2.** TSPs are required to present the completed TSP Certification of Health Protection Protocols document to the customer BEFORE beginning any work in a residence.
- 3.** TSPs are required to use this form beginning 1 MAY 2020, and will do so until notified otherwise.
- 4.** TSPs can find the form posted on the move.mil/SME page.
- 5.** Installations continue to update access procedures based on local conditions. TSPs should contact local Transportation Offices prior to dispatching crews and vehicles to installations for the latest information.
- 6.** DOD representatives may review these forms during inspections.
- 7.** For questions/concerns regarding this advisory please contact the Operations and Quality Team at transcom.scott.tcj9.mbx.pp-ops@mail.mil
- 8.** This message is approved for release by the Deputy Director for Operations, Defense Personal Property Program, (TCJ9-O).

PROTECTING DEFENSE PERSONAL PROPERTY PROGRAM (DP3) CUSTOMERS:

Transportation Service Provider Certification of Health Protection Protocols

Servicing TSP: _____

Bill of Lading: _____

Customer Name: _____

Date of Service: _____

Assigned Crew Members: _____

I certify the aforementioned crew members assigned to your move have been screened—consistent with Centers for Disease Controls (CDC) guidelines—for COVID-19. I routinely monitor CDC information (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) to ensure these screenings account for the most up-to-date guidance.

I have also screened these crew members for symptoms commonly associated with other illnesses that are easily transmissible while working in the confines of a residence (common cold, flu, etc.)

I certify the aforementioned crew members will adhere to all guidelines issued by U.S. Transportation Command. Specifically, the crew:

- Is equipped with—and will wear—face coverings per CDC guidelines
- Is equipped and prepared to clean surfaces they touched in your residence (though they will seek your permission before using any cleaning products on your property)
- Represents the smallest crew required to service your move, and will adhere to social distancing guidelines
- Has been instructed and equipped to maintain good hand-hygiene

I acknowledge this is your residence, and you are empowered to decide who works (or does not work) in your residence. I further acknowledge your right to question my personnel on adherence to these protocols, and to stop and reschedule your move as you deem necessary. Your safety and security are paramount.

I appreciate that you will implement similar protocols to ensure the safety of these crew members. Please let me know if you—or anyone in your home—has COVID-19 symptoms or has been directed to self-quarantine.

I welcome your feedback on our adherence to these protocols. Please contact me or a member of my company at the below number. I similarly invite a DOD representative to contact me on your behalf.

TSP / Agent Signature

TSP / Agent Signature Block

TSP / Agent Contact Information

This form must be completed and presented to DP3 customers before work begins at the residence