

2022 DP3 TOS
05 November 2021

Defense Personal Property Program (DP3) Household Goods (HHG) Tender of Service (TOS)



Managed by:

**Defense Personal Property Management Office (DPMO)
United States Transportation Command**

**508 Scott Drive
Scott AFB, IL 62225**

Effective: 15 May 2022

This is section 5 excerpted from the DP3 Household Goods Tender of Service document effective 15 May, 2022.

5. Inventory:

a. I agree to:

1. Prepare an accurate, legible HHG Descriptive Inventory and understand that an electronic inventory that provides equal or better information is highly encouraged.
2. Provide the customer a copy prior to the driver leaving the residence with the property.
3. I must also provide the customer or customer's representative the opportunity to identify in writing high-risk or high-value items or the optional use of a high-risk or high-value inventory.
4. I acknowledge the use of electronic inventories will be mandatory effective 15 May 2023. For electronic inventories, I will specifically ensure the following occur:
 - a. TSP who elect to use Automated inventory software must ensure that the listing of each item must meet or exceed the inventory requirements currently contained in the DTR.
 - b. The inventory will provide in the clear condition descriptions of articles.
 - c. Customer must be able to thoroughly review inventory contents, including all comments, conditions, and annotate exceptions, per line item, prior to signature.
 - d. TSP must obtain customers electronic signature separately on each individual page.
 - e. Inventory must not be editable once signed and provided to customer.
 - f. TSP must provide the customer the electronic copy prior to departing the residence with the property.
 - g. In instances where communications failures prohibit the transmission of the electronic inventory prior to departure, ensure the customer is notified that a signed electronic copy must be provided NLT the next business day.
 - h. Customer and PPSO must be able to view, including all comments, conditions, exceptions, and signature in any subsequent email version.
5. Use care in listing of articles as specifically as possible to include make, model, color, and serial number when visible on the outside of the article.
6. Identify cartons by type and cube with an indication of general contents (e.g., Book CTN, 1.5 cubic ft., linens, pots, and pans) and will not use words such as "household goods/personal property" or other general descriptive terms in the preparation of the inventory.
7. Ensure that my representative will use diligence to record any unusual conditions and ensure the inventory reflects the true condition of the property, and ensure the customer is aware prior to signing. The "Exception Symbols" and "Location Symbols," as shown on the inventory must be used to describe the conditions accurately. The omission of these symbols will indicate good condition except for normal wear.
8. Ensure that the customer has the opportunity to review the inventory contents, including conditions, and annotate exceptions on the inventory.

9. Professional Books, Papers, and Equipment (PBP&E) & Consumables:
 - a. Ensure that the term "M-PRO" is used to identify a military member's PBP&E and the term "S-PRO" is used to identify a 2022 DP3 TOS 05 November 2021 26 military spouse's PBP&E on the inventory.
 - b. PBP&E must be segregated between the military member's PBP&E and spouse PBP&E, placed in separate cartons, marked, weighed and inventoried separately.
 - c. Use of the term "consumables" will be used on the inventory when shipment of consumables is authorized for movement on a BL.
 - d. All PBP&E and/or consumable items will be identified as such on the inventory, together with the cube or weight of the container; a line entry item for each container (e.g., carton M-PRO/S-PRO, 6 cubic ft., 50lbs).
 - e. The total weight of the PBP&E must be entered into DPS. When it is impossible or impractical to weigh the PBP&E or consumables, a constructive weight, based on seven (7) pounds per cubic foot, will be used.
10. Annotate each privately owned firearm on the inventory by make, model, caliber or gauge, and serial number.
11. I agree for shipments moving in door-to-door container service, if the customer or PPSO permits me to partially containerize the shipment at the warehouse, each item removed from the residence must be annotated on the inventory as Containerized at Warehouse (CW).
12. I must use the same inventory prepared at origin to verify delivery at destination.
13. I must identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment must be separately identified by lot and each article must be assigned a number that must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article must be such as not to damage any article so identified.
14. I agree to identify items disassembled or serviced by my company at origin and record such items on the HHGs Descriptive Inventory. In addition, if the customer disassembles/services an item, I will annotate the inventory accordingly.
15. I must only use the term "miscellaneous" or its abbreviation "misc." to describe the contents of containers when the total items in a container are too numerous to list on the carton or inventory line item and then only if the room or area from which they are packed is identified (e.g., "misc.-youths room"). If such a description is used, I agree not to contest a claim for missing items related to the nature of such cartons.
16. I must annotate all electronics (e.g., stereo equipment, computers, and televisions) on the inventory with make, model, and serial number when they are visible on the outside of the item.
17. Use of bingo cards/check off sheets at delivery. I agree that I may use bingo cards/check off sheets as internal company documents only. However, a signed bingo card/check off sheets does not indicate proof of delivery and lost, missing or damaged items will still be indicated on the appropriate loss/damage forms