

USTRANSCOM Personal Property Advisory #19-0082

Date: 21 June 2019

From: USTRANSCOM Personal Property Division (TCJ4-H), Scott AFB, IL 62225

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

Subject: New DD Form 619, Statement of Accessorial Services Performed, and cancellation of the DD Form 619-1, Statement of Accessorial Services Performed (Storage-In-Transit Delivery and Reweigh)

- 1.** USTRANSCOM, in concert with the Services and TSPs, updated the DD Form 619 as reflected in the 2019 Tender of Service located at <https://move.mil/sme> and <https://www.ustranscom.mil/dp3/docs/hhg/TOS%202019%20C1.pdf>. The form was updated to remove information that was no longer applicable and to support the invoicing/payment process.
- 2.** TSPs may continue to use the previous version of the DD Form 619/619-1 until their current supply is depleted or 1 Oct 2020, whichever occurs first. The new DD Form 619 can be downloaded from this link, https://www.esd.whs.mil/Directives/forms/dd0500_0999/.
- 3.** While most of the information on the form is self-explanatory, particular attention should be given to Blocks 13 and 14. If additional services is checked in Block 13, applicable information is required in Block 14. For example, if a crate was preapproved, the TSP should list the specifics of the service provided in Block 14. If there is an item not specifically identified in Block 13, check the "Other" box and annotate the specifics in Block 14. Customers must initial next to each item in block 14 before signing the Form. Samples of a completed DD Form 619 are attached to this advisory.
- 4.** Necessary updates are currently being staffed and will be made to applicable locations throughout the DTR.
- 5.** Please direct questions to the TCJ4-H Operations Team at transcom.scott.tcj5j4.mbx.pp-ops@mail.mil.
- 6.** This message was approved for release by the Chief, Business Processes Branch, Defense Personal Property Program, TCJ4-HB.