



**PERSONAL PROPERTY ACTIVITY HEADQUARTERS
JOINT PERSONAL PROPERTY SHIPPING OFFICE-DETACHMENT 2
25 CHENNAULT STREET, BUILDING 1723
HANSCOM AFB, MA 01731**

January 14, 2019

MEMORANDUM FOR JPPSO-NE (Detachment 2) Personal Property/Industry Partners

FROM: JPPSO-NE/CC

SUBJECT: 2019 Transportation Service Provider (TSP) / Industry Meeting

1. JPPSO-NE will be hosting a TSP/Industry Meeting on April 9, 2019 from 0845 - 1515 in the **Concord Room, Conference Center at Hanscom Air Force Base in Bedford MA**. Our goal is to provide our service partners just-in-time information to help prepare them for success. Our invitation is extended to ALL providers within our area of responsibility. We hope that this forum will allow each of you the ability to collaborate with other transportation professionals to further develop relationships and contacts when servicing our customers.

2. Agenda topics include:

a. Administrative Issues

- (1) Strengthening our commitment (Counseling – Pre move – QA/onsite inspection)
- (2) Updating DPS (arrival, scheduled and delivery dates, planned pickup dates, weights, etc...)
- (3) First Contact completed within 72 hours; Pre-survey a must/inclusive of NTS pickups
- (4) Weighted Documentation – overflow, timely, accurate and legible

b. Accessorial Service Request

- (1) Installation PPPOs, Distinguish wants/needs

c. Documentation Improvement (DROP) Service Orders

- (1) Single JPPSO POC; receipt acknowledgements requested from NTS contractor
- (2) Need 'missing' service order requests from NTS contractor vice TSP

d. Expectations

- (1) Professional appearance, old markings on containers, packing dates, attempted pickup/home issues

e. Base Access

- (1) Temporary Passes (Agents), Staging Vehicles

f. Punitive Action

- (1) Sources (DIR, Inspections, CSS' Customer Call, etc...)
- (2) Trends/Special Interest Items (SIIs)

(3) Technology Enhancements

g. Unusual Occurrences

(1) Mold Tri-Fold, Natural Disasters

h. Industry Updates

i. Government Program Updates

3. Hanscom Air Force Base is located approximately 20 miles northwest of Boston, MA. There are three different ways you can get to Hanscom Air Force Base, either via I-90 W and I-95 N, I-93 N and I-95S or MA-2W. The first two options have toll roads. To ensure you go to the correct gate please input Hanscom Air Force Base Visitor Control Center, Bldg 1617, Old Bedford Road, Hanscom AFB, MA 01731 into your GPS/map app.

Please allow time to process through Hanscom AFB visitor control center. All Non-Department of Defense personnel attending must provide a valid photo identification such as a driver's license, passport or state issued identification card for the VCC clerk to conduct a National Criminal Identification Check before being issued a pass. The guest will also need to show valid proof of vehicle registration and auto insurance for their vehicle. Prior to your arrival to Hanscom AFB, it is highly encouraged to pre-enroll through the Defense Biometric Identification System website at <http://dbids.dmdc.mil/#/>. After you enter your information, please print the barcode and bring in to the visitor control center.

The Hanscom Air Force Base Conference Center is located at 25 Grenier Street, Hanscom AFB, MA 01731. From the VCC, turn right onto Vandenberg Drive, show ID and pass to Security Guard, continue on Vandenberg Drive, turn left onto Marrett Street, turn right onto Barksdale Street, and turn right onto Grenier Street. Conference Center will be on your right.

4. All conference attendees will need to RSVP to our unit coordinator TSgt Kristina Hudson by close of business March 18, 2019 by emailing kristina.hudson@us.af.mil.

5. A \$4.00 landing fee will be collected during registration to pay the cost associated with hot beverage refreshments and a light snack during the morning and afternoon break sessions.

a. Registration will begin at 8:15 am in the Conference Center to ensure a conference start of 8:45 am

b. Each guest must arrange their own lodging and meals

c. For Military Personnel: Uniform of the Day will be ABU's or Service(s) equivalent.

5. If you have any questions, please send them to TSgt Kristina Hudson, kristina.hudson@us.af.mil or call (781) 225-3784. Questions concerning agenda items can be discussed with Mr. Russell E. DePietro, Deputy Director, JPPSO-NE, 781-225-3795, russell.depietro@us.af.mil. Thank you in advance for your support and we look forward to seeing you April 9th.

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Date: 2019.01.14 11:11:43 -05'00'

JESSICA S. SCHNEIDER, Maj, USAF
Commander

Attachment:
Hanscom AFB Map

HANSCOM AFB MAP - Please process through Hanscom AFB Visitor Control Center prior to entering the base through Vandenberg Drive Gate. Your destination is the Hanscom AFB Conference Center on Grenier Street.



Any questions please call (781) 225-3784.