



NATIONAL FORWARDING CO., INC.

2800 ROOSEVELT ROAD – BROADVIEW, ILLINOIS 60155

Telephones: (708) 345-0550 1-800-323-9125

Fax: (708) 345-9112

“Proudly Serving Military Families”

DATE: September 8, 2016
TO: Agents Servicing JPPSO-NC/KKFA
FROM: Agency Services
SUBJECT: JPPSO- NC/KKFA – Base Paperwork Email Change

We have been informed that the email address to send paperwork to JPPSO-NC has changed. The new email to send origin, coded, DPM, OTO, SRS, and NTS documents is:
JPPSO-NC.Documentation.wts@us.af.mil.

Below is the notice taken from the [PPCIG website](#) section 3. Special Instructions, 7. Documentation Guidance:

Please send origin Coded, DPM, OTO, SRS and NTS documents to JPPSO-NC.Documentation.wts@us.af.mil . Please do NOT send OUTBOUND origin documents to any of the other JPPSO-NC organizational emails, as they will not be processed in a timely manner as required, possibly delaying the payment of invoices. Please send destination documentation for JPPSO-NC to: Movement Support e-mail: jppso-nc.movementsupport@us.af.mil or Fax: 719-554-7884. When forwarding documentation via e-mail/fax please ensure the subject line reflects: "Origin or Destination Docs/Bill of Lading # (i.e. Origin Docs/KKFA0000000)". Failure to do so may result in a delay in processing your invoice for payment. If attachment exceeds 7MB, please send in separate e-mails/faxes and reference 1 of 2 , 2 of, 2, etc. All origin documentation should meet DTR Part IV requirements.

As a reminder NFC maintains a list of email addresses to send base paperwork. It can be found on our website at: http://www.nationalforwarding.com/assets/1/6/Active_Base_List3.pdf.

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