



ATTACHMENT  
*Guidance Changes*

**(Include in) E j crvet 1 - -RESPONSIBILITIES**

**(ADD) 1.1. Return of Personal Property Responsibilities**

**(CFF) 1.1.1.** Provide AF-wide intermediate level organizational advice, planning, and oversight for personal property movement **(T-1)**.

**(ADD) 1.1.2.** Directly consult, coordinate and advise subordinate and MAJCOM subordinate activities performing personal property functions **(T-1)**.

**(CFF) 1.1.3.** Have Direct Liaison of Authority (DIRLAUTH) to AF units (e.g. flights, squadrons, wings) to assist in day to day management and execution of personal property functions; likewise, units are authorized DIRLAUTH to work with PPA HQ **(T-1)**.

**(CFF) 1.1.4.** Coordinate with United States Transportation Command (USTRANSCOM), their subordinate units, and other agencies as required **(T-1)**.

**(ADD) 1.1.5.** Collect, analyze, and report installation level Quality Assurance inspection rate and Face-to-Face counseling metric data to AF/A4L. **(T-1)**

**(ADD) 1.2. Logistics Readiness and Aerial Port Squadron Commanders will:**

**(ADD) 1.2.1.** Ensure all service members receive face-to-face counselling as a standard level of service. Face-to-Face counselling can consist of one-on-one or group counselling sessions. **(T-1)**

**(ADD) 1.2.2.** Enforce an 80% Quality Assurance inspection rate for all personal property shipments. **(T-1)**

**(ADD) 1.2.3.** Report monthly the Quality Assurance inspection rate and face-to-face counseling data. **(T-1)**. Data will be uploaded at <https://eis.afimsc.us.af.mil/isd/izs/IZSL/IZSLTraffic/SitePages/Home.aspx>.

**(REPLACE) 10.1.2.** Members and employees will be individually counselled to the maximum extent possible. This includes counselling by face-to-face, group, phone or virtual methods. **(T-1)**

**(REPLACE) 14.1.1.** Standard: JPPSO/CPPSO/PPSO/PPPO will inspect 80 percent of all personal property shipments in their area of responsibility. Credit for an inspection will be taken on the pickup/delivery date only after the requirements are met for on-site inspections. Telephonic inspections are permitted when distance or unique circumstances warrant. Inspection credit will be limited to one, regardless of the number of times a shipment is visited during pack/pickup or delivery. Multiple visits are considered an integral part to a quality inspection. **(T-1)**

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

***Air Force Instruction 24-501***

***10 OCTOBER 2014***

***Transportation***

***PERSONAL PROPERTY MOVING AND  
STORAGE***



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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September 1998

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This instruction implements Air Force Policy Directive AFPD 24-5, Transporting and Storing Personal Property, and the Personal Property allowances provisions of the Joint Travel Regulations (JTR), Uniformed Service Members and DoD Civilian Employees. It sets forth policy on the movement and storage of personal property within the CONUS and OCONUS areas. It also outlines responsibility for counseling military members and civilian employees on the shipment of personal property, privately owned vehicles and mobile homes. Each paragraph is numbered to indicate both the chapter and paragraph number, and is cross-referenced to the appropriate chapters of the JTR. For example, paragraph 1.1. (4510) means chapter 1, paragraph 1, and is cross-referenced to JTR, par. 4510. AFI 24-501 and the JTR is a direct implementation of the laws enacted by the Congress and the President and interpretations of those laws by the Comptroller General of the United States (GAO) and the Defense Office of Hearings and Appeals (DOHA) and has the force and effect of law. The JTR is the DOD implementation of General Services Administration (GSA) Federal Travel Regulation (FTR) that is the direct implementation of law and GAO and GSA Board of Contract Appeals (GSBCA) interpretations. There is NO authority to grant an exception or a waiver to any JTR provision. Responsibilities assigned to commanders may not be further delegated, unless the text notes specify that delegation is authorized. Submit all suggestions/recommended changes for this supplement, to AF/A4LR, 1500 West Perimeter Road, Joint Base Andrews, MD 20762, for Part 1 and all attachments; and AF/A1SF, 1040 Air Force Pentagon, Washington, DC 20330-1040, for Part 2. This regulation is affected by the Privacy Act of 1974. Each form, which is required by this

supplement, contains a Privacy Act Statement, either incorporated in the body of the document or in a separate statement accompanying each such document. 5 U.S.C., Sec 5726; 37 U.S.C., Sections 453 and 476 authorize Privacy Act system(s) F024 AF IL B, Personal Property Movement Records. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) have reviewed this supplement per DOD Directive 5154.29, Section E.1.d, 9 March 1993, as case RR14001. Further supplements by MAJCOMs must be forwarded to AF/A4LR for coordination and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, and route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS)", or any updated statement provided by the AF Records Management office (SAF/CIO A6P).

**SUMMARY OF CHANGES**

This supplement has been substantially revised and must be completely reviewed. The major changes incorporated in this document includes Personal Property Activity, Headquarters (PPA HQ) responsibilities and their level of authority; clarifies paragraph meanings and interpretations; corrects references to coincide with JTR changes; includes requirements to concur with DPS business rules and terminology; optimized efficiency requiring documentation to be obtained via imaging systems; updates non-temporary storage policy at member’s expense after allowance expiration in connection with separation and retirement; includes revised AF Form 2473 to better clarify home of selection entitlement; clarifies excess cost procedures and requirements, deployment storage, local proximity moves, replacement vehicle shipment; incorporates Quality Control (QC) procedures and Personally Procured Moves (PPM) reimbursement methods; includes participation in the Airman and Family Readiness Center base relocation briefing; and clarifies recovery of unearned transportation charges from the Transportation Service Provider (TSP) during excess cost procedures.

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## Chapter 1

### HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

#### 1.1. (4510) Basic Allowance.

1.1.1. (4510-A1) Professional Books, Papers, & Equipment (PBP&E). (See paragraph 2.1.3.)

#### 1.2. (4525) Factors Affecting TDY HHG Transportation.

1.2.1. (4525-A) Weight Allowance Entitlement. See the table in JTR, par. 4510-B, for maximum temporary duty weight allowances. Authorization must be in the member's order to ship a specific amount (in words, figures, or both) of HHG. However, a permanent change of station (PCS) with temporary duty (TDY) en route order (JTR par. 5284) need not contain the specified amount authorized for shipment unless additional weight is authorized IAW Secretarial process contained in paragraph 2.1.2.

1.2.2. (4525-C) Improper Shipments. The Joint Personal Property Shipping Office (JPPSO) or Personal Property Shipping Office (PPSO)/Personal Property Processing Office (PPPO) is responsible for determining and documenting conditions that resulted in improper shipment of HHG or unavoidable separation of the HHG from the member. If justifiable, (J)PPSO personnel must forward the shipment to a proper destination.

1.3. (4530) **Excess Charges**. (See paragraph 2.7. and Chapter 11)

1.4. (4540) **PCS With TDY En Route**. (See paragraph 3.1.1.)

1.5. (4550) **Indeterminate TDY (ITDY)**. Indeterminate deployment applies when an Airman's deployment order does not provide for return to the PDS and the deployment is more than 20 weeks at one location, or the order does not specify or imply any limit to the period of absence from the PDS.

#### 1.6. (4565) HHG Storage in Connection with TDY/Deployment.

1.6.1. (4565-A) Temporary Storage. The Transportation Officer (TO) is designated to authorize/approve storage under this paragraph.

1.6.2. (4565-B2) TDY/Deployment for 90 or More Days/An Indefinite Period.

Deployment storage requires the member's commander's approval and unit O&M funding using the following criteria.

1.6.2.1. Mission requirement rather than personal convenience should be thoroughly documented. Willingness to fund does not authorize a storage allowance.

1.6.2.2. Storage is not authorized if the member concurrently receives BAH for housing in the commuting area of the PDS.

1.6.2.3. A written approval letter for storage, or orders/amendments approving storage, under this paragraph must be submitted to the (J)PPSO/PPPO and include the individual's name and grade, anticipated duration of the TDY, Special Order Number, unit's Operations and Maintenance

(O&M) Line of Accounting (LOA), TDY purpose, rationale for storage, and concurrence of the individual's Wing, Group or Squadron Commander.

1.6.3. The member's unit O&M funds are to be used to effect storage under this paragraph. Storage at Government expense terminates not later than 90 days after TDY completion. A member's request for additional storage must have endorsement by the member's commander. The TDY or deployment period need not be at just one location. However, multiple TDY assignments or deployment for more than 90 days must be consecutive to qualify for this storage.

## Chapter 2

### HHG TRANSPORTATION AND NTS

#### 2.1. (5172) AUTHORIZED TRANSPORTATION.

2.1.1. **(5172-A) General**. When members exhaust their JTR weight allowance, shipment of additional weight at Government expense or by Government arrangement is PROHIBITED. However, if the maximum Government obligation has been exceeded but the member has not exceeded their weight allowance, shipment of remaining entitlement is subject to excess cost.

2.1.1.1. **(5172-D) Subsequent HHG Transportation (Combination of Orders)**. After issuance of a new PCS order, entitlements under a prior PCS order cease to the current permanent duty station, *except* as provided in JTR, paragraph 5172-D. This procedure is often referred to as a “Combination of Orders” shipment. Such shipments may only be made from a former duty station or authorized point to which previously shipped at Government expense. The household goods must have been acquired before the effective date of all orders used in the combination of orders. The authorized weight allowance is the unused balance in effect on the effective date of the previous orders (See example provided in 5172-E). The appropriate shipping document must be annotated to show “*Paying Officer Review Requested*”.

#### Example:

Member is ordered from Beale AFB to Offutt AFB.  
 Member’s JTR prescribed weight allowance under that order is: 12,000 lbs.  
 Member actually ships from Beale to Offutt: 7000 lbs.  
 Unused balance is: 5,000 lbs.  
 Member is subsequently ordered from Offutt AFB to Hanscom AFB, MA.  
 Member’s new JTR prescribed weight allowance under that order is: 13,000 lbs.  
 Member may ship 13,000 lbs. to Hanscom AFB; 5,000 lbs. of that weight may be shipped from Beale AFB to Hanscom AFB using a combination of the order to Offutt AFB and the order to Hanscom AFB provided documentation can validate such the previous shipped HHG remaining balance.

2.1.2. **(5200) Prescribed Weight Allowances**. Requests for exception under this paragraph IAW 5200-A may be submitted after receipt of excess weight notification, and after the rebuttal and remission of debt process is complete. The member must justify a significant financial hardship is experienced. The Secretarial process to request an exception is through the servicing MPS to AF/A1PA.

#### 2.1.2.1. Permanent Change of Station (PCS):

2.1.2.1.1. Within the CONUS, full JTR weight allowance is authorized.

2.1.2.1.2. To, From, and Between OCONUS Areas. HHG shipment weight allowances are subject to JTR administrative limitations. Refer to the JTR, APP W for overseas weight restrictions. (See paragraph 2.2. and Attachments 2 and 3)

**Note:** Full JTR weight allowance is authorized upon return from OCONUS for retiring or separating members.

**2.1.3. (5268) Adjudicating Professional Books, Papers, and Equipment (PBP&E) for a Member and a Member's Dependent Spouse.** (See Attachment 9)

2.1.3.1. See PBP&E definition for member or employee and a member's dependent spouse in JTR, Appendix A. Homeschool supplies and equipment do not qualify as spouse PBP&E. If an entitlement to NTS exists, NTS is authorized for both the PBP&E for the member and the PBP&E for his/her dependent spouse when one or both are not required at the member's next PDS.

2.1.3.2. During counseling, a member must be informed of the importance of declaring PBP&E for himself/herself as well as for a dependent spouse. The declaration of PBP&E for a member's dependent spouse is NTE 500 pounds. Although members may indicate they will not exceed their HHG or unaccompanied baggage weight allowance, it is incumbent upon the (J)PPSO/PPPO to ensure compliance with the following:

2.1.3.2.1. If incomplete applications are received, shipment is not delayed provided the member's desires are not questionable and shipments are otherwise authorized.

2.1.3.2.2. Entry in the remarks section of the DD Form 1299 should read "PBP&E FOR SPOUSE" followed by the estimated weight (NTE 500 pounds). Document DD Form 1299 to include spouse's employment/occupation or community support activities at the next or later destination.

**Note:** Reemphasize that in making such a declaration, later consideration for PBP&E is not given unless the member qualifies for the "after-the-fact" approval identified below.

2.1.3.2.3. When a member declares PBP&E for himself/herself and/or for a dependent spouse, it acts as certification that those items are necessary in the performance of their official duties. Such items must meet the criteria of PBP&E for a member and the criteria of PBP&E for a member's dependent spouse as defined in JTR, Appendix A, and other provisions contained herein. Members are to be counseled that the burden of proof, if challenged, rests with them.

2.1.3.2.4. A distinct separation of PBP&E for a member and a dependent spouse must be made. PBP&E must be separately packed, marked with the word "M-PRO" for the member and "S-PRO" for the dependent spouse, inventoried and weighed. In addition, a clear description of the articles along with an annotation as to the type of PBP&E ("M-PRO" or "S-PRO") must be entered on the HHG inventory prepared at the time of pickup. If a clear description is not evident, credit will not be granted unless verified under paragraph 2.1.3.2.5. If it isn't possible or practical to weigh PBP&E at origin, the constructive weight of 7 pounds per cubic foot described in the JTR, par 5204-E applies. In either event, actual or constructive weights of each inventoried item must be entered on the inventory. When certified scale weights are obtained for PBP&E, that weight must be used.

2.1.3.2.5. After-the-Fact verification of PBP&E can only be accepted when a review of the member's case file contains documented intent to declare PBP&E for himself/herself and/or a dependent spouse. Documented intent includes declaring an

estimated weight entered on DD Form 1299, or separately identified, marked, and inventoried during the move in question as per paragraph 2.1.3.2.4. When a member declares PBP&E but fails to have the Transportation Service Provider (TSP) record and weigh the items, credit may be given if the (J)PPSO/PPPO documents the items and weight upon delivery, or review the inventory to make a determination. Verification must be at the time of, or immediately after delivery and prior to unpacking of the PBP&E. This process is only to give credit to those cases that obviously completed all actions of declaration except that the TSP failed to annotate the GBL/BL. The (J)PPSO/PPPO can use actual weight or construct weight of 7 pounds per cubic foot. See Attachment 9. Refer questionable cases to Personal Property Activity Headquarters/Excess Cost Adjudication Function (PPA HQ/ECAF) 2261 Hughes Avenue, Suite 159, Lackland AFB, TX 78236-9857, email: [hqppa.ecaf-adj@us.af.mil](mailto:hqppa.ecaf-adj@us.af.mil), fax: (210) 321-4262.

2.1.3.3. Military Affiliate Radio Station (MARS) Equipment (Applies only to members):

2.1.3.3.1. To qualify for shipment or storage of MARS equipment at Government expense, members must present a completed MARS certificate. (See Attachment 5).

2.1.3.3.2. When members are assigned OCONUS where a MARS operation is authorized, NTS or shipment to other than new duty station is prohibited.

2.1.3.3.3. When members are assigned OCONUS where individual MARS operation is not authorized (See Attachment 5 and Personal Property Consignment Instruction Guide (PPCIG)) shipment OCONUS or within CONUS is prohibited. Under these circumstances, the member is authorized to store MARS equipment in Non-temporary storage for the duration of the OCONUS tour.

2.1.3.3.4. Storage of MARS equipment incident to JTR, pars. 5288, 5320, 5318, and 5224 is authorized.

2.1.3.4. Air Force Band Equipment (Applies only to members):

2.1.3.4.1. To qualify band equipment as PBP&E, the member must provide a written statement, signed by the local band commander, certifying such equipment is PBP&E. Following is a suggested statement: *"I certify (member's name and rank) is a member of the Air Force Band and possesses the appropriate AFSC. I further certify the band equipment to be (shipped) (stored) as professional equipment is necessary in the performance of official duties."*

2.1.3.4.2. Pianos and organs may qualify as PBP&E. The local band commander must also add the following remark in the written statement for such items to be shipped as PBP&E: *"Member is an arranger, piano or organ player, or both."*

2.1.3.4.3. Personal stereo equipment and associated media are not PBP&E.

2.1.4. (5274) Additional Consumable Goods. See par. 9.3 for description of consumable goods.

2.1.4.1. The use of extra HHG pickup provisions to pick up consumable goods directly from base commissaries or commercial grocery stores is permitted.

2.1.5. **(5176) Government-Paid Expenses.** Services provided for shipment or storage of such items is limited to those provided under TSP's tariffs or contractual provisions. Nothing in the law (Title 37, United States Code) or implementing directives provides that the Government furnishes extraordinary or special services when shipping expensive and valuable items. If a member requests exceptional packing and crating services, the member is responsible for all costs for those services.

2.1.6. **(5190) Transportation of Replacement HHG Items.** The Transportation Officer is the approval authority for this provision.

## **2.2. (5202) Administrative Weight Limitations:** (See Attachment 2 and 3.)

### **2.2.1. (5202-A) General:**

2.2.1.1. Unaccompanied members assigned to, from, and between OCONUS areas (including Alaska and Hawaii) are limited to HHG weight allowances in Attachment 3, Table A3.1. (APP W)

2.2.1.2. Review JTR, APP W, in order to identify restricted weight areas for accompanied members assigned to, from, and between certain OCONUS areas. Exceptions to the administrative weight limitations are listed in Attachment 2, Table A2.1 and must be included on PCS orders.

2.2.1.3. Air Force policy is that members assigned to restricted areas generally remain weight

restricted on departure from the area even if the weight restriction is lifted while the member is still assigned to that area. The establishment of an effective date for the policy change is designed to apply prospectively, not retroactively. Therefore, across-the-board approval of full JTR weight shipments cannot be authorized for these personnel. However, requests for additional weight can be considered on a case-by-case basis under the provisions of Attachments 2 and 3, Tables A2.1 and A3.1.

2.2.1.4. All accompanied Air Force members/employees HHG shipments to or from Kadena AB, Yokota AB, and Misawa AB picked up on or after 1 Mar 08 are authorized full JTR weight entitlement.

2.2.2. **(5202-E) Exceptions.** Exceptions in Attachment 2 and 3, Table A2.1 and A3.1 may apply. The Military Personnel Section (MPS) annotates the authorized weight exceptions in member's special order.

## **2.3. (5174) Re-Transportation of the Same HHG:**

2.3.1. Member's Convenience. Reshipment of the same property on one PCS order is not authorized at Government expense after delivery to member/employee. Reshipment of the TDY weight allowance from TDY location to TDY location to new PDS is authorized.

2.3.1.1. Delivery from storage is not synonymous with the term reshipment. A long delivery from storage (Storage In Transit (SIT) or NTS) can be made to an alternate or different destination for the member's convenience. The member must agree to be financially responsible for the excess cost for the distance exceeding delivery within the commander's authorized local (delivery) area (See paragraph 9.5). This applies to a member who selects a city to live in and has their HHG shipped to that city and then

decides to move to another location outside the local delivery area or if the shipment cost exceeds the remaining maximum transportation obligation.

## 2.4. (5210) Transportation Methods.

### 2.4.1. (5210-A) HHG:

2.4.1.1. CONUS: Shipment is by surface mode.

2.4.1.2. OCONUS: Normally, shipment is made by a surface mode except to and from “Hardlift areas” (Attachment 7), Transportation Priority 4 (TP-4) areas, or when authorized or approved under the provisions of paragraph 10.6. Shipments to Hardlift areas, TP-4 areas, and those approved for airlift are always to be moved with preference given to AMC.

2.4.1.3. Note: (1) Space required airlift of HHG including airlift to “Hardlift areas” is not authorized for retirees or separatees. (2) There is no TP-4 capability for inter-theater shipments (i.e., EUCOM to PACOM); however, TP-2 is available (reference paragraph 10.6.3.)

### 2.4.2. (5210-B) Unaccompanied Baggage (UB).

2.4.2.1. Between Points within CONUS: Normally, UB is included with the HHG if the transit time satisfies the member’s needs. HHG shipped in this manner is identified to the TSP as “designated items for extra pickup or delivery.” One GBL is issued and annotated “Extra Pick Up and/or Extra Delivery Authorized.” The TSP must inventory, load and store designated items to permit ready access at destination. Expedited mode (for the JTR-limited amount of UB) may be used when the transit time of the HHG shipment does not meet the required delivery date for UB. This also applies when the only shipment is UB. (See paragraph 5.1.6.)

2.4.2.2. To, From, or Between Points OCONUS: See the PPCIG for routing/mode. Separate shipments of UB to, from, and between Hardlift areas are not authorized for dependents or members when concurrent travel of dependents is authorized. Separate shipment is authorized when required due to host country restrictions. Review PPCIG (Overseas).

2.4.2.3. UB weight entitlement is determined by adding member and/or dependent authorized weight IAW Attachment 4 Table A4.1. However, per JTR, par. 5172-H the maximum weight of UB transported by any mode at Government expense is 2,000 lbs. (net), excluding the weight of PBP&E, if PBP&E is transported with UB.

2.4.2.4. **Note:** *UB is part of the administrative HHG weight limitation.*

2.4.3. (5210-D) Personally Procured Transportation & NTS. (See Chapter 12)

## 2.5. (5208) Factors Affecting HHG Transportation.

2.5.1. (5208-A) Combining Weight Allowances When Husband and Wife are Both Members. When a military member is married to another military member, neither can be counted as being a dependent of the other to increase any allowance including HHG weight. If no other dependent exists, both are members without dependents in determining weight allowance.



2.5.1.1. When both members are assigned to or from an OCONUS duty station unaccompanied, they each are limited to the unaccompanied member weight allowance.

2.5.1.2. When both members are assigned either to or from a different weight restricted OCONUS duty station accompanied, both members are authorized to ship their maximum restricted weight allowance combined or separately. The combined weight allowance may be divided between the two members provided neither exceeds the weight allowance prescribed for their grade. Any shipment exceeding the authorized weight is subject to excess cost. If both members are assigned to the same PDS, or nearby PDS in the same area at which they jointly occupy a residence, and their new orders are both to the same PDS/joint residence, the members are limited to one administrative weight allowance based on the higher ranking member's weight allowance.

2.5.1.3. When both members are assigned to or from OCONUS duty station accompanied, they are each authorized full JTR weight entitlement.

2.5.1.4. Once the HHG have been shipped to the authorized PDS under one member's entitlement, the Government's statutory and regulatory obligation to the member has been met. Further movement of the same HHG under the other member's orders is not authorized (54 Comp. Gen. B-181402, 10 April 1975).

2.5.1.5. Military member married to a civilian employee. The civilian employee, if under a PCS order, is authorized appropriate JTR entitlements. The member may also be authorized HHG shipment under a PCS order. Both persons cannot be paid for the same expenses. Exception is only one administrative weight allowance is authorized if the couple are PCS from the same location and to the same location IAW JTR, par. 5202-C2a.

2.5.2. **(5208-B) Improper Transportation.** The (J)PPSO/PPPO is assigned responsibility for determining and documenting conditions which result in improper shipment (property erroneously shipped at no fault of the member) or unavoidable separation of the property from the member. If justifiable, (J)PPSO personnel must forward the shipment to the proper destination and provide a copy of the shipment justification to PPA HQ/ECAF, 2261 Hughes Avenue, Ste 159, Lackland AFB, TX 78236-9857, email: [hqppa.ecaf-adj@us.af.mil](mailto:hqppa.ecaf-adj@us.af.mil), fax: (210) 321-4262. (See paragraph 2.3. and JTR, par. 5234).

2.5.3. **(5208-C) Items of Extraordinary Value.**

2.5.3.1. Members contemplating shipment of expensive and valuable items must be counseled:

2.5.3.1.1. If maximum claim amount provides inadequate settlement, members should be advised to obtain commercial insurance.

2.5.3.1.2. Members should hand-carry valuables such as jewelry, watches, cameras, currency, and other items subject to pilferage.

2.5.4. **(5208-D5) HHG Removed from Mobile Home to Meet Safety Requirements.** Excess items should be removed upon the recommendation of the commercial TSP when based on the condition of the mobile home. The member must provide the (J)PPSO/PPPO with a written copy of the TSP's assessment when applying for HHG shipment under this paragraph.

2.5.5. **(5208-E1) General.** A Letter-in- Lieu-of-Order is issued by the PCS orders issuing authority. (J)PPSO/PPPO personnel must retain the member's written agreement to be financially responsible for the shipment as well as the Letter-in-Lieu-of-Order and establish a suspense file of 60 days to ensure orders are received. If the PPSO/PPPO does not receive the order within 60 days, the PPSO/PPPO inquires with the MPS. If an order has not and will not be issued, PPPOs will notify JPPSO to initiate billing action (DD Form 139, Pay Adjustment Authorization) against the member and forward to DFAS.

2.5.5.1. A Letter-in-Lieu-of-Order must contain an accounting classification.

2.5.5.2. A Letter-in-Lieu-of-Order cannot be issued for a separatee or retiree.

2.5.5.3. A member without dependents, stationed in CONUS, pending discharge because of non-judicial punishment is not authorized to use "Letter-in-Lieu-of-Order."

2.5.5.4. A member who moves HHG at personal expense prior to the issuance of an order or a "Letter-in-Lieu-of-Order" is not entitled to reimbursement.

## 2.6. **(5204) The Net Weight Determination.** (See Attachment 8)

### 2.6.1. **(5204-F) Exceptions.**

2.6.1.1. In any case where the outer container is the member's "personal" property, no packing adjustment is authorized.

2.6.1.2. The Transportation Officer (TO) is designated to approve a change of the net weight of shipments. This is allowed **only** when a shipment is completely unpacked and weight of packing materials is verified. The actual weight of the packing materials is then subtracted from the TSP/contractor's net weight.

2.6.1.3. **Note:** A packing allowance as prescribed in Attachment 8 is not authorized after weighing in this manner.

## 2.7. **(5206) Excess Charges.** (See Chapter 11 for Responsibilities and Procedures)

### 2.7.1. **(5206-G) NTS.**

2.7.1.1. Charges for excess HHG weight in Government NTS facilities are paid by the Government and charged to the member. Charges include preparation, drayage, handling, and storage. JPPSOs are not to bill members unless advised by PPA HQ/ECAF.

2.7.1.2. Excess HHG weight in commercial Non-temporary Storage (NTS) facilities. When excess weight situations become known, (J)PPSOs should not convert the overweight portion of these lots to the member's account unless advised to do so by PPA HQ/ECAF.

2.7.1.3. PPA HQ/ECAF determines which shipment (HHG, NTS, UB, etc.) the excess weight and costs are attributable. When computation of excess weight on NTS shipments result in the least excess cost to the member and the member requested the Government to pay the excess costs in the DD Form 1299 Remarks Section, PPA HQ/ECAF sends the member a letter offering two payment options. The member may (1) immediately pay all storage costs (based on the tour length reflected on the special order) for the excess weight stored, or (2) defer payment of the excess costs until the lot is withdrawn from

NTS. A copy of this letter is provided to the (J)PPSO. Considering the members selection, PPA HQ/ECAF (1) issues a DD Form 139 and subsequently provides a corrected DD Form 139 if the actual storage time-frame differs from the anticipated tour length, or (2) provides a DD Form 139 once the property is removed from NTS or remains in NTS under a new special order.

2.7.1.4. Provide copies or ensure the member's NTS documentation (DD Form 1164, DD Form 1299, special order, weight tickets, etc.) are available to PPA HQ/ECAF and provide copies or ensure the new line-haul or local drayage weight tickets are available.

2.7.1.5. The above procedures result in lower excess cost payment for affected members because they pay the lower Government storage rate rather than the higher commercial storage rate.

2.7.2. **(5206-H)** HHG Transportation in Excess of Authorized Weight Allowance. Excess cost includes accessorial preparation, drayage, warehouse handling, storage, line haul, port handling, and MSC or AMC charge (if applicable). Transportation counselors will annotate in the counseling module of Defense Personal Property System (DPS) "Paying Officer Review."

2.7.3. **(5206-I)** HHG Transportation Other Than Between Authorized Locations. Members contemplating shipment of HHG other than between authorized locations should always be advised of possible excess cost. Excess costs may occur even if the distance is **LESS** than the distance between authorized locations. Annotate in the counseling module of DPS "Paying Officer Review."

2.7.4. **(5206-J)** Transportation of Unauthorized Articles. The member pays all expenses between any locations for unauthorized articles. See Definition of HHG in Appendix A of the JTR for a listing of unauthorized articles. Annotate in the counseling module of DPS "Paying Officer Review."

2.7.5. **(5206-K)** HHG Transportation with Special Routing or Services Provided.

2.7.5.1. Higher Cost Mode Specifically Requested by Member. Excess cost is the difference between the mode normally selected by the JPPSO and the mode requested by the member.

2.7.5.2. Special Services. Special services not provided under normal rates can be requested by and furnished to the member. These include premium packing and crating not otherwise required by a TSP to protect an item. The excess cost includes the cost of the special services.

2.7.5.3. The member may request final shipment of the property legally awarded to an ex-spouse incident to a divorce. The decision on whether or not to use the PCS allowance for this purpose rests solely with the member. The shipment is authorized on the current order provided the property was not previously shipped on that order and a shipping entitlement still exists. Otherwise, the member must be in possession of a new PCS order before property may be shipped. Annotate in the counseling module of DPS "Paying Officer Review".

2.7.5.4. **Note:** Member is only entitled to ship to new duty station, or other authorized location (e.g., designated place if unaccompanied tour, HOR if separation) any other location is subject to excess cost.

## Chapter 3

### TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

#### 3.1. Transportation Under Various Types of Situations.

3.1.1. **(5284)** PCS with TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment: Approval for shipment of HHG up to the TDY weight allowance does not have to be included in the PCS order for the member to be eligible for shipment to the TDY location(s).

3.1.1.1. **(5284-A)** The PCS line of accounting will be used for all shipments except NTS.

3.1.1.2. Encourage the member to always exercise the entitlement to NTS for the TDY period. This reduces the possibility for excess costs. It also provides the member with temporary storage entitlement at the new PDS upon completion of the TDY.

3.1.2. **(5292-B)** Ordered from OCONUS PDS. Members returning for separation processing may use the AF Form 899 (PCS Order) to:

3.1.2.1. Place property in NTS.

3.1.2.2. Ship unaccompanied baggage or HHG directly to a location in the CONUS. Destination may be beyond the processing station only if the AF Form 899 contains the "*home of record*" or "*place of entry into the service*" or "*place last entered on active duty.*" It must also include the point to which such travel is intended. Shipments exceeding the authorized weight or distance are subject to the advance collection procedures described in JTR par. 5206 and Chapter 11 of this supplement.

3.1.2.3. Shipment from Non-temporary storage is not authorized until the final separation order (AF Form 100) is issued.

3.1.3. **(5292-C)** Ordered from OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized. Encourage a member returning for retirement processing to always exercise the entitlement to NTS unless they believe they are going to retire in the vicinity of the processing station or will require a partial release to establish a residence. However, the member must bear any excess cost for HHG that are delivered at the processing station and later shipped to the members HOS.

#### 3.2. **(5296)** PCS Transportation to or From Sea Duty (Not Unusually Arduous) or OCONUS Duty.

3.2.1. **(5296-A1)** Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted. The member may elect to ship HHG to a designated location limited in cost to a shipment to the OCONUS PDS (see JTR par. 5264-A1 for exact language) or place the HHG into NTS. No further shipment at Government expense, of the same property, is authorized until a new PCS order is issued. Upon subsequent PCS to another duty station outside CONUS, shipment from the designated location or Non-temporary storage to the new consecutive OCONUS tour PDS requires prior approval. The member's gaining MPS is designated to authorize and/or approve these shipments. See JTR, par. 5194, item 7 for time limitations.

3.2.2. (5296-A2) Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. HHG shipments may be sent directly to the OCONUS permanent duty station when authorized/approved by HQ USAF/A4LR via MAJCOM. Criteria for approval includes: the member's acceptable written justification, copy of the member's PCS order, and the estimated cost of storage and transit time.

3.2.2.1. (5296-A3d) Shipment of HHG from NTS will not be allowed until receipt of dependent entry approval is provided and that the dependents are to be command sponsored and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive.

3.2.3. (5296-C) Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. If dependent travel is not involved, MAJCOM commanders are designated to authorize and/or approve shipments. This authority may be delegated to MPS. **APPROVAL CRITERIA:** Because Non-temporary storage is authorized at Government expense in lieu of shipment (JTR, par. 5216), shipment to a designated location OCONUS should not be authorized when dependent travel is not applicable unless the HHG are intended for use at the OCONUS destination by dependents as defined in JTR, Appendix A who are already located at that point; or the member states in writing the intention to establish a residence at that place upon separation or retirement after completion of the current OCONUS tour of duty (See JTR, par. 5318).

3.2.3.1. Single members and members serving an "ALL OTHERS" (dependents not authorized) tour are limited to the applicable unaccompanied baggage allowance. These allowances are shown in Attachment 4, Table A4.1, and applicable notes. Exceptions to these weight allowances are listed in Attachment 3, Table A3.1.

3.2.3.2. To participate in both the "Follow-on" and "Home Basing" assignment programs, members agree to certain conditions. The conditions include voluntary member decisions on shipment and storage of HHG, and movement of dependents at Government expense. **CAUTION:** A member participating in either program may still exercise the JTR allowances to ship and store HHG. Questions on whether a particular action impacts the follow-on assignment should be resolved between the member and the MPS.

3.2.3.2.1. An order to a restricted or remote assignment may identify either the foreign and/or CONUS follow-on location. *This order is not the authority for movement of HHG to the foreign OCONUS follow-on points.* The letter from the gaining MPS is evidence that the SOFA agreement and customs have been approved by the follow-on location. A separate order specifically authorizing shipment to the foreign OCONUS follow-on location is required. The PPCIG must be carefully checked on HHG shipments to OCONUS locations for unaccompanied dependents. **EXCEPTIONS** to utilize PCS allowances and receive advance assignment consideration are:

3.2.3.2.2. Relocation of dependents and/or HHG are authorized to the CONUS/Non foreign OCONUS follow-on location ONLY.

**Note:** HHG should not be shipped to the follow-on location at Government expense unless the member or the member's agent can accept HHG delivery upon HHG arrival at the follow-on location. A period of SIT not to exceed 90 days may be authorized, as it is the intent of this program for the dependents to establish a residence at the follow-on location.

3.2.3.2.3. Single members, single member parents, or either spouse of a member-married-to-member couple, who are to serve concurrent, but separate, unaccompanied short tours, can store HHG at Government expense.

3.2.3.2.4. If denied continued occupancy of Government owned/controlled quarters or privatized housing, dependents and HHG may be moved (local move only) as prescribed by JTR, par. 5262.

3.2.4. **(5296-D2c)** . Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, or Duty Under Unusual Circumstances. If dependent travel is not involved, MAJCOM commanders are designated to authorize/approve shipments. This authority may be delegated to MPS.

3.2.4.1. **APPROVAL CRITERIA:** Because Non-temporary storage is authorized at Government expense in lieu of shipment (JTR, par. 5216), shipment to a designated location OCONUS should not be authorized when dependent travel is not applicable unless:

3.2.4.2. HHG intended for use at the OCONUS destination by bona fide dependents who are already located at the point; or the member states in writing the intention to establish a residence at that place upon separation or retirement after completion of the current OCONUS tour of duty (See JTR, par. 5318). The PPCIG must be carefully checked on shipments of HHG to OCONUS locations for unaccompanied dependents.

3.2.5. **(5216-D2d)** Ordered from an OCONUS PDS to an OCONUS PDS to Which Transportation Is Prohibited or Restricted, or Duty Under Unusual Circumstances. MAJCOM Commanders are designated to authorize/approve shipments of HHG to any location outside the CONUS in situations other than described above.

3.2.5.1. **APPROVAL CRITERIA.** Dependent travel to such location must be authorized/ approved under JTR, par. 5120 or a dependent must already be residing at the OCONUS location. The PPCIG must be carefully checked on shipments of HHG to OCONUS locations for unaccompanied dependents.

3.2.6. **(5296-E)** Ordered from Sea Duty or OCONUS Duty to a CONUS PDS:

3.2.6.1. Shipment of HHG from OCONUS areas other than the official OCONUS duty station is permitted. The term "HOUSEHOLD GOODS" does not include articles "acquired" AFTER the effective date of orders. For new furniture shipments, the items must be manufactured and owned before the effective date of orders to qualify for shipment by Government arrangement.

3.2.6.2. The member, prior to departure from the OCONUS PDS, must sign a DD Form 1299 agreeing to be responsible for all additional costs resulting from such shipments.

3.2.6.3. PPSO/PPPOs do not forward the application if the member exceeded the full JTR weight allowance by previous shipments. When administrative weight limitations are exceeded, members are to be counseled that OCONUS costs are a personal financial

responsibility. The full JTR weight allowance applies for the CONUS portion of the shipment.

### 3.3. (5258) Local Short Distance Moves.

3.3.1. **(5258) General.** The local short distance move area is not defined by the local move contract in place.

3.3.1.1. **(5260-B) Short Distance Moves Incident to Reassignment or PCS:**

3.3.2.1. HHG movement between activities at the same PDS, or PCS between PDS located in proximity requires the member to obtain the gaining installation commander approval. The commander certifies in writing the member's specific circumstance that requires HHG movement as a mission essential requirement, is in the Government's best interest, and is not primarily for the member's convenience. A member's desire to reside closer to the new duty station does not qualify for HHG movement.

3.3.2.2. PCS Code V (Low-Cost): When authorized by the gaining installation commander, members requesting a low-cost move are authorized only a HHG shipment consisting of Professional Books, Papers, and Equipment (PBP&E) from current PDS to new PDS, NTE \$1,000 in total PCS costs, as outlined in AFMAN 65-604. Use the PCS appropriation contained on the travel orders.

3.3.2.3. PCS Code M (No-Cost): No-cost moves are not authorized HHG nor a PBP&E shipment.

3.3.2.4. All other PCS Codes: PCS Codes other than M and V, are authorized complete HHG movement in connection with a local proximity move when the gaining installation commander certifies in writing the member's specific circumstance that requires HHG movement as a mission essential requirement, is in the Government's best interest, and is not primarily for the member's convenience. A member's desire to reside closer to the new duty station does not qualify for HHG movement. Use the PCS appropriation contained on the travel orders.

3.3.2.5. **Prior to arranging HHG movement, retain a copy of the commander's certification memo in the member's file.**

3.3.3. **(5260-C) PCS between PDSs Located in Proximity.** Temporary storage for Inter-city moves under JTR, par. 5260 may be authorized in par. 5248-B.

3.3.4. **(5262) Short Distance Move and NTS Incident to Government or Government-Controlled Quarters Assignment/Termination.** (See paragraph 5.2.5.1.) Member's separating or retiring are limited to their weight allowance in par. 5200. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §476(b)(1)(D) applies to members vacating Government/privatized housing prior to declaring a Home of Selection or Home of Record under par. 5318-G or 5320-F.

3.3.4.1. **(5262) Moving To/From Government Quarters.** The Air Force has a vested interest to ensure maximum utilization of Government and privatized housing. Local moves under this paragraph are considered "directed" in nature when the move fulfills a legitimate Service requirement, such as occupying idle Government/privatized quarters. The fact that a member volunteers to move does NOT make the move of the "member's



convenience” if the move fulfills a Government requirement of filling a vacant unit. Per AFI 32-6001, Housing Management determines when assignment to housing is strictly for a member's convenience.

3.3.4.2. Do not deny a local move solely because of lack of funds. In the event a shortage of local drayage funds limits potential assignment and move into Government/privatized housing, such moves are considered "must pay" and installations follow the normal budgeting process to request additional funding. Members are not to be denied the JTR allowance of a Government funded move, nor be required to fund a local move at their expense.

3.3.5. **(5264)** Short Distance Move and NTS Incident to Vacating Local Economy Quarters. (See paragraph 5.2.5.2.)

### **3.4. (5320) Separation From the Service or Relief from Active Duty Except for Discharge with Severance or Separation Pay.**

3.4.1. **(5320-A)** General. Use Attachment 13 to counsel and document eligible HHG transportation allowances for member's leaving the Air Force under the provisions of JTR par. 5272. Members should be carefully counseled BEFORE electing to receive travel pay to a selected separation point. Election to receive the greater amount of travel pay may be negligible when compared to the loss or restriction of the HHG shipment allowances.

3.4.1.1. For separated members, there is no authority to consign shipments of HHG to an embassy or consulate.

3.4.1.2. Full JTR weight allowance IAW par. 5200 is authorized upon return from OCONUS for separating members. They are not restricted to allowance authorized to the OCONUS PDS. However, to avoid excess costs, NTS and HHG at designated locations should be taken into account.

3.4.1.3. When members die before exercising their entitlements, the dependents or other persons legally entitled are offered the same entitlements as the member.

3.4.1.4. Member's separated under JTR, par. 5066-A5 that serve less than the prescribed period of service (90%) are authorized a HHG shipment. The restrictions contained in par. 5066-A5 pertain to travel only.

3.4.2. **(5320-B1)** Non-Temporary Storage. Ninety (90) days prior to expiration of NTS entitlement (180 days from effective date of separation), the (J)PPSO advises the member by any communication available (e.g. email return receipt, mail, phone, DFAS, etc.) that if application for shipment is not received by the (J)PPSO before the expiration of the entitlement, the member's NTS lot will convert to member's expense. Not later than 45 days before the NTS entitlement is due to expire; the (J)PPSO will send a certified letter to the member, and follow procedures outlined in the DTR, Chapter 406, para C.13.

3.4.2.1. If the member elects to have their property continue in storage at the end of the 180-day authorized period, they must be briefed that the storage will convert to member's expense at a cost negotiated between the member and the NTS Transportation Service Provider (TSP). The Transportation Officer should assist the member in negotiating with the contractor continuance of the lot at the Government rate. Members are also responsible for acquiring loss/damage insurance for storage of their property beyond the

basic 180-day time limit and contacting the TSP to make arrangements for storage payments. Members must apply for an extension for travel and transportation entitlement, which if approved, will only allow for release and shipment of the personal property to the applicable HOR/PLEAD. Shipment to any other place as specified in JTR, para 5066-A, is limited to the cost of transporting the member's maximum HHG weight allowance to the applicable HOR/PLEAD.

3.4.2.2. **(5320-B2) Temporary Storage.** Temporary Storage of HHG transported from NTS should be avoided. Close coordination between TSP and the member is critical. If temporary storage becomes necessary the destination (J)PPSO is the appropriate authority to authorize/approve. See par. 5.1.9.

3.4.3. **(5320-F) Member Required to Vacate Government or Government Controlled Quarters Upon Separation or Relief from Active Duty.** This local drayage authority applies only to a member who is in physical receipt of a separation order. A member's separation order is to be used to effect the shipment under this paragraph. The following statement is to be annotated in the remarks section of the DD Form 1299, "*Shipment per JTR, par. 5320-F.*" Shipment is authorized to any point within the local area. (See paragraph 9.5.)

3.4.4. **(5320-G) Time Limit.**

3.4.4.1. Submission of an application is not to be interpreted strictly as the member's signature on the DD Form 1299. A constructive application, which contains the signature of the member, such as a letter, fax or message from the member, within the specified time frame, is acceptable.

3.4.4.2. Extension of the time limit is **permitted if** a written request is submitted within the 180-day-time limit; **and** physical release of HHG within the 180-day-time limit would impose a hardship on the separated member (if in the Government's interest).

3.4.4.3. **(J)** PPSOs may approve extension for shipment for a period of 15 workdays following the scheduled pickup date. This applies when hardship occurs after shipping arrangements have been made, but before the scheduled date services are to be performed. Extension requests and authorizations or approvals are to be documented and retained in the shipment file.

3.4.4.4. PPA HQ is delegated authority to approve or disapprove requests for extensions beyond 15 workdays. Requests must be based on a bona fide hardship to the member that would be created by compliance with the 180-day basic entitlement. All requests for extensions will be fully documented and forwarded to PPA HQ/ECAF-B, 2261 Hughes Ave, Ste 159, Lackland AFB, TX 78236-9857, email: [hqppa.ecaf-ext@us.af.mil](mailto:hqppa.ecaf-ext@us.af.mil), fax (210) 321-4263. *(J)PPSO should access PPA HQ electronic system to check for approval/disapproval letters.*

3.4.4.4.1. The following are examples of situations under which extensions will be considered:

<b>Reason For Extension &amp; Documents Required (See Note)</b>	<b># of Extension</b>
Delay in selling/renovating/construction of home. Statement from contractor showing the reasons for delay and approximate date of completion.	2

Member's Education. Adequate time to complete current term or able to graduate next term. Requires letter from school administrator stating beginning of term, completion of term and course of study.	2
Child's Education. Child must be in middle of school year or be a junior/senior to allow graduation of high school. Requires letter from the school.	2
Member or family member's severe illness (unexpected, serious/terminal). Statement from physician describing illness, course of treatment, and date the individual may be expected to recover enough to travel.	1
Death in Family (immediate family, brother/sister, parent-in-law). Statement from member with the circumstances and date of death.	1
Death of Member (Active Duty). First extension is automatic with call from survivor to include DD Form 1300.	3
Spouse is active duty member or when two members are married and one separates more than 180 days in advance of the other receiving PCS. Copy of spouse's active duty order, DEROS Rip or retirement/separation if applicable.	1
Spouse is a permanent civil service employee impacted by RIF action. Copy of spouse's RIF notification letter.	1
Separatee's job search. Letters from employment agencies, perspective employers, etc. ("Suitability" is not a consideration.)	1
Employment OCONUS. Employment must be to the benefit of the Government (e.g., DOD contractor, civil service employee, etc.) Requires letter from employer.	2
Legal/administrative proceedings that preclude member from moving within time limits (e.g., BCMR, custody hearings, etc.) Requires copy of document denoting proceedings.	2

3.4.4.4.2. **Note:** *The circumstances outlined above are guidelines only. Due consideration must be given to circumstances surrounding each member's request. Each extension equals 180 days (e.g., 2 extensions = 360 days) not to exceed 5 extensions.*

3.4.4.4.3. Extension requests forwarded to PPA HQ must contain a specific date for the new time limitation. Requests for open-ended extensions (i.e., until my spouse separates, retires, transfers, etc.) are to be returned without action.

### **3.5. (5318) Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay.**

3.5.1. (5318-A) HOS Authorized. PPPO/PPSO prepare an AF Form 2473, Home of Selection Travel and Transportation Entitlements, in duplicate, prior to shipments or storage incident to retirement. AF Form 2473 and other supporting documentation must be forwarded to the JPPSO/PPSO before processing shipment. Place the original in the member's case file and give the duplicate copy to the member. AF Form 2473 may be obtained through AF publishing, reproduced locally, or produced from automated systems.

3.5.1.1. Home of selection is the place selected by the member under JTR, par. 5068.

3.5.1.1.1. A home of selection shipment at Government expense is authorized to any place within the United States (including Alaska and Hawaii).

3.5.1.1.2. A shipment is authorized to a place outside the United States from which the member was called (or ordered) to active duty to the first duty station.

3.5.1.1.3. Any “other place” at a cost not to exceed what it would have cost the Government had the member selected a home at a specified place in the CONUS.

**Note:** If “other place” is selected, collection action is effected by PPA HQ based on all pertinent travel and transportation documents. Counselors should advise the member to select a CONUS location that yields the greater allowance.

3.5.1.1.4. If member chooses an HOS outside the United States as “other place”, NO POV transportation entitlement exists.

3.5.1.2. For a retired member, the HHG weight allowance is noted in JTR, par. 5200. The pay grade in which the member was serving on the LAST day of active duty is used.

3.5.1.3. For a member separated or retired under JTR, par. 5318, there is no authority to consign a shipment of HHG to an embassy or consulate.

3.5.1.4. For members separating or retiring under JTR, par. 5318, full weight allowance is authorized upon return from OCONUS.

### 3.5.2. (5318-C4) Temporary Storage.

3.5.2.1. If temporary storage meets the requirements of JTR, pars. 5318-C4a or b, the destination PPSO is the appropriate authority to authorize/approve SIT.

### 3.5.3. (5318-D1) Member Hospitalized or Receiving Medical Treatment On Date of Termination of Active Duty.

3.5.3.1. Extension: The PPA HQ is delegated the authority to approve or disapprove requests for extension of the basic 1-year time limit. *(J)PPSO should access PPA HQ electronic system to check for approval/disapproval letters when shipping.*

3.5.3.1.1. Members must have been undergoing medical treatment or hospitalization on the last day of active duty.

3.5.3.1.2. Members must be undergoing substantially continuous treatment or hospitalization for the same or an associated condition.

3.5.3.1.3. Extension is for 1 year after the date of discharge from the hospital or termination of medical treatment.

3.5.3.2. CRITERIA: The original request for an extension of time limitation must be supported by the following documents:

3.5.3.2.1. The retirement or other pertinent order;

3.5.3.2.2. A written statement from the hospital administrator where hospitalization or treatment was provided at Government expense stating the member was undergoing hospitalization or treatment on the last day of active duty; the hospitalization or treatment was for the same or an associated condition existent on

the last day of active duty; the hospitalization or treatment was continuous; the specific medical facility provided resources or care not readily available elsewhere;

3.5.3.2.3. A brief description of the patient's illness; the specific treatment that the patient receives; the patient's medical progress while at the facility; the patient's projected medical requirements; or that travel before a specified date would or would not be detrimental to the member's health and welfare.

3.5.3.3. Additional or subsequent extensions request must contain current data showing medical necessity for that extension.

3.5.3.4. Availability of Medical Resources or Care. Extension requests are not to be disapproved solely upon availability of medical resources or care elsewhere.

**Note:** Furnish a copy of the approval or disapproval to (J)PPSO if a Non-temporary storage account is being maintained.

**3.5.4. (5318-D2) Member Hospitalized or Receiving Medical Treatment During 1-Year Period After Date of Termination of Active Duty.**

3.5.4.1. Extension: The PPA HQ is delegated the authority to approve or disapprove requests for extension of the basic time limitations for Non-temporary storage and shipment of HHG. Extension is limited to the period of hospitalization or medical treatment.

3.5.4.2. **CRITERIA:** The retirement or other pertinent order supports the original and subsequent requirements for an extension of the time limitation.

3.5.4.2.1. A written statement from the hospital administrator where hospitalization or treatment was provided at Government expense, stating:

3.5.4.2.1.1. The chronological dates of hospitalization or treatment during the 1-year period following retirement;

3.5.4.2.1.2. The specific medical facility that provided resources or care not readily available elsewhere;

3.5.4.2.1.3. The specific treatment that the patient received, and that travel before a specified date would or would not be detrimental to the member's health and welfare.

3.5.4.3. Additional Extensions. Each subsequent request submitted must contain current data showing the medical necessity for that extension.

3.5.4.4. Availability of Medical Resources or Care. Extension requests are not to be disapproved solely upon the availability of medical resources or care elsewhere.

3.5.4.5. Furnish a copy of the approval or disapproval to the (J)PPSO if a Non-temporary storage account is being maintained.

**3.5.5. (5318-E) Member Undergoing Education or Training.**

3.5.5.1. Extensions: The PPA HQ is delegated authority to approve or disapprove requests for extension of the time limitations. On-the-job training (OJT) can be

considered as acceptable training for extension of the HHG shipment entitlement. The member's request for an extension must be supported by:

3.5.5.1.1. An applicable retirement or separation order.

3.5.5.1.2. An official statement by the registrar or other appropriate official of the educational institution, commercial concern, or place of employment for OJT. The statement must be on institutional or company letterhead and contain the complete designation of the educational institution, commercial concern, or place of employment; the nature of study or course of instruction; the date the period of education or training began; and the contemplated date of completion of the period of education or training. Education must be on a continuous basis; the member must go at least two major semesters (example: spring and fall or summer and fall, etc.) and be taking a minimum of 6 semester hours or be a half time student.

3.5.5.1.3. **Note:** Change in majors may void future extensions. Internet and correspondence courses do not qualify for education extension. The intent of the program is to allow members undergoing education or training to qualify for acceptable civilian employment.

3.5.5.2. Additional Extensions. Each subsequent request submitted must contain current data showing the necessity for the additional extension.

3.5.5.3. Non-Temporary Storage.

3.5.5.3.1. Non-Temporary Storage. Ninety (90) days prior to expiration of NTS (1-year from effective date of retirement), the (J)PPSO advises the member by any communication available (i.e. email return receipt, mail, phone, DFAS, etc.) that if application for shipment is not received by the (J)PPSO before the expiration of the entitlement, the member's NTS lot converts to member's expense. Not later than 45 days before the NTS entitlement is due to expire; the (J)PPSO will send a certified letter to the member, and follow procedures outlined in the DTR, Chapter 406, para C.13.

3.5.5.3.2. If members elect to have their property continue in storage at the end of the 1-year authorized period, they must be briefed that the storage will convert to their expense at a cost negotiated between the member and the NTS TSP. The Transportation Officer should assist the member in negotiating with the contractor continuance of the lot at the Government rate. Members are responsible for acquiring loss/damage insurance for storage of their property beyond the 1-year time limit and for contacting the TSP to make arrangements for storage payments. Members must apply for an extension of travel and transportation entitlement, which if approved, will allow for release and shipment of the personal property to the applicable HOS. Shipment to any other place, as specified in JTR, para 5068-A, is limited to the cost of transporting the member's maximum HHG weight allowance to the applicable HOS.

3.5.6. **(5318-F)** Other Deserving Cases.

3.5.6.1. Extensions: PPA HQ is delegated authority to approve or disapprove requests for extensions of the time limitation. The member must submit a written request for an

extension to: PPA HQ/ECAF-B, 2261 Hughes Avenue, Suite 159, Lackland AFB, TX 78236-9857. Email to: [hqppa.ecaf-ext@us.af.mil](mailto:hqppa.ecaf-ext@us.af.mil). It must include a full explanation of the circumstances preventing completion of the final move within the allotted time. The request must include the number of months of extension required and must be supported by an applicable retirement or separation order. All documentation supporting the unusual circumstances such as:

Reason For Extension & Documents Required (See Note)	# of Extension
Delay in selling/renovating/construction of retirement home. Statement from contractor showing reasons for delay and approximate date of completion.	2
Child's Education. Child must be in middle of school year or entering senior year in high school. Child must be entering senior year within 90 days of the expiration of retiree's original entitlement. Requires letter from the school.	1
Child's Special Education. Only those with learning disabilities and the child is in a program established prior to retirement. Requires annual application with current individual education plan (IEP) assessments.	5
Spouse's education. Middle of school term or to complete final year. Only in year following retirement, not after previous extensions. Requires letter from the school.	1
Family member's Severe illness (unexpected, serious/terminal). Statement from physician describing illness, course of treatment, and date the individual may be expected to recover enough to travel.	5
Death in Family (immediate family, brother/sister, parent-in-law). Statement from the member with the circumstances and date of death.	1
Death of Member (Active Duty). First extension is automatic with call from survivor.	5
Spouse is active duty member - copy of spouse's active duty order.	5
Spouse is a permanent civil service employee impacted by RIF action. Copy of the spouse's RIF notification letter.	1
Retiree's job search. Letters from employment agencies, perspective employers, etc. ("Suitability" is not a consideration.)	2
Employment OCONUS. Employment must be to the benefit of the Government (e.g., DOD contractor, civil service employee, etc.) Requires letter from employer.	5
Legal/administrative proceedings that preclude member from moving within time limits (e.g., BCMR, custody hearings, etc.) Requires copy of document denoting proceedings.	5

3.5.6.2. **Note:** The circumstances outlined above are guidelines only. Due consideration is to be given to circumstances surrounding each member's request. Comptroller General Decision B-207157, 2 Feb 1983 states "The primary requirement is that the travel be the result of separation/retirement from the service, since it is not a benefit which the separated/retired member retains until used regardless of circumstances." Each extension equals 1 year but may not be extended for more than a total of 6 years (including the first year after retirement) from the retirement/separation date IAW JTR, par. 5000-B6.

3.5.6.3. Non-temporary Storage: (See paragraph 3.5.5.3.)

3.5.7. **(5318-G)** Member Required To Vacate Government or Government-Controlled Quarters before Selecting a Home. This local drayage authority applies only to a member who is in physical receipt of a retirement order. The member's retirement order is used to effect the shipment under this paragraph. The following statement will be annotated in the remarks section of the DD Form 1299, "*Shipment per JTR, par. 5318-G.*"



## Chapter 4

### TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

#### 4.1. (5278) HHG Transportation Under Special Circumstances.

4.1.1. (5278-A) General: Table of weight allowances, JTR, par. 5200-B, applies with the exception of those areas where administrative weight is applicable. (See Attachment W of the JTR) Members assigned to weight restricted areas may request a weight exception upon next PCS in accordance with Attachment 2 and 3.

4.1.2. (5300) PDS to Which Dependent Travel Is Authorized Changed to Dependent Restricted Tour PDS. Installation Commanders are designated to authorize/approve HHG shipment under JTR, pars. 5300-C and D. (See AFI 36-3020)

4.1.3. (5310) HHG Shipment Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members With Dependents Stationed in CONUS). Installation Commanders are delegated the authority to authorize/approve, and extend associated time limits for, transportation of dependents and movement of HHG of members *stationed* in CONUS incident to a member's court-martial sentence or administrative discharge under other than honorable conditions. The applicable installation commander shall be the commander of the installation at which the member was stationed at the time of Court-martial sentence or administrative discharge action.

4.1.4. (5314) Consumable Goods Allowance Incident To Tour Extension or IPCOT. The Deputy Under Secretary of the Air Force for International Affairs, SAF/IA (AFAAO), is designated to authorize/approve a member's request for shipment of an additional consumable allowance in connection with the tour extension or In Place Consecutive OCONUS Tour of Air Force personnel assigned to the Defense Attaché System.

#### 4.2. (5316) HHG Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for a Period of More Than 29-Days in a Missing Status, or Upon Death.

4.2.1. (5316-B) Limitations. See paragraph 3.5.4. for extension procedures.

4.2.2. (5316-C) When Authorized. See paragraph 6.10.2.2.

4.2.3. (5316-D) Storage.

4.2.3.1. (5316-D1) General. Identification and location of the person entitled to receive custody of the property is the responsibility of the appointed Casualty Assistance Officer or Summary Court Officer.

4.2.3.2. (5316-D3b) Absent in a Missing Status.

4.2.3.2.1. **IMPORTANT**: This item refers to JTR, par. 5232-D18, which provides an authority for Non-temporary storage not to exceed 1 year from the missing status report. Extensions beyond the 1-year limit are processed IAW paragraph 3.5.4.

4.2.3.2.2. **CRITERIA**: Extension of the Non-temporary storage entitlement must be supported by a written statement from the appropriate Casualty Assistance Office, indicating the status of the member remains within the purview of the Missing Persons Act.

#### 4.2.4. (5316-G) Administrative Instructions.

4.2.4.1. The Mortuary Affairs Officer is the primary point of contact for matters involving the death of a member. (See AFI 34-242 Mortuary Affairs Program for more information.)

4.2.4.2. Upon notification of a member's death, the appointed Mortuary Officer, Summary Court Officer, and the Mortuary Affairs Officer coordinate the movement and storage of the deceased member's HHG.

4.2.4.3. Appropriation Chargeable. When appropriations are not quoted in an authorizing document, obtain the applicable appropriation from the local comptroller.

4.2.4.4. Mark code word "BLUEBARK" on all shipping documents and crated shipping containers. The responsible origin (J)PPSO will accomplish the checklist as required in AFI 34-511, Attachment 6. This includes ensuring all shipping documents reflect the word "BLUEBARK".

4.2.4.5. Mark shipment documents "Direct Delivery Prohibited." The responsible origin shipping office (J)PPSO will ensure that all shipment documents are marked "Direct Delivery Prohibited."

4.2.4.6. The responsible shipping office will advise the destination of impending shipment by electronic means.

4.2.4.7. The responsible destination (J)PPSO will coordinate delivery and inspection with the authorized receiving agent.

**4.3. (5106) Travel and Transportation For A Dependent Relocating For Personal Safety.** Installation Commanders are delegated authority to approve travel and transportation allowances for dependents relocation for personal safety. Installation commanders may further delegate this authority to the support group commander.

#### **Part B - Early Return of Dependents (ERD)**

#### **4.4. (5276) HHG Transportation ICW ERD.**

##### 4.4.1. (5276-C) From OCONUS Due to Personal Situations.

4.4.1.1. HHG Transportation When Disciplinary Action is Taken against a Member Stationed OCONUS or a Member is Discharged under Other-Than-Honorable Conditions or sentenced to Confinement with or without Discharge.

4.4.1.2. Installation Commanders are designated to authorize/approve return HHG shipment under JTR, par. 5276-C, under the same circumstances as for return transportation of dependents under JTR, par. 5102. This authority applies to return of HHG from the member's OCONUS PDS. (See AFI 36-3020)

## Chapter 5

### STORAGE

#### 5.1. (5236) STORAGE IN TRANSIT (SIT).

5.1.1. (5236-A) General. Departing personnel should be thoroughly briefed on their responsibility to promptly notify the Transportation Service Provider (TSP) when they arrive at destination.

5.1.1.1. When temporary storage is required at origin, two methods of storage may be used. If the member specified a geographical destination, a GBL or similar type of shipping document authorizing SIT at origin may be issued to cover storage and movement. If the member does not designate a destination state, HHG may be placed in storage under a Tender of Service or DPM contract.

5.1.1.2. Personal property remaining in origin SIT beyond storage authorization will be at member's/employee's expense. TSP will bill for origin services and GBL Correction Notice will be issued for "origin services only" no line-haul or destination service performed. DPM contractors will invoice for origin services. Member/employee must coordinate storage payment directly with TSP.

5.1.1.3. If shipment is made at a later date and the member has not yet reimbursed the Government, collection action is to be canceled. The initial warehouse handling and storage are 'services authorized incident to the line-haul shipment'. If payment has already been made, the member may file a claim for reimbursement.

5.1.1.4. If a member remains in a pay status and receives further PCS orders before requesting shipment under the previous order, collection for origin services and storage previously furnished remains valid. However, these charges should not be collected if the new order amends, modifies, or revokes the previous order (JTR par. 5256) or if the member requests a shipment under the chain-of-orders concept.

5.1.1.5. Members separated in a NON-PAY status could also face situations wherein approved temporary storage expires before the shipping entitlements expire (i.e.: HHG placed in storage at origin before the separation date or member obtained an extension of the shipping time limitation.). In those circumstances, follow the guidance above.

5.1.2. (5240) First 90 Days of Storage. Advise the member that temporary storage is an entitlement contingent upon necessity. Do not arbitrarily advise the member of an automatic entitlement to temporary storage. (J)PPSOs are to maintain an effective suspense system on all temporary storage. Members are to be notified as to expiration of temporary storage and advised as to their responsibilities concerning removal or continued storage. Members should be thoroughly counseled so they understand and can comply with all instructions relating to temporary storage entitlements.

5.1.3. (5242) Second 90 Days of Storage. Use DD Form 1857, Temporary Commercial Storage at Government Expense to document additional SIT. Ensure member provides justification to warrant an extension for conditions beyond their control. When applicable, PPPOs will assist members and send DD Form 1857 and justification to (J)PPSO responsible for shipment.

5.1.4. **(5244)** Storage After First 180 Days. See 5244-A and B. Approval/denial authority for shipments in temporary storage beyond 180 days is delegated to the appointed Transportation Officer (TO) at the (J)PPSO. There is no appeal process above the appointed TO/JPPSO to reconsider SIT approval or denial.

5.1.4.1. **(5244-A)** Additional Storage When Member on TDY or Deployed for More Than 90 days or for an Indefinite Period While HHG are in Temporary Storage. The Transportation Officer (TO) at the (J)PPSO is designated to authorize/approve additional storage under JTR, par. 5244-A. Criteria to consider when approving SIT:

5.1.4.1.1. Household Goods that arrive at the PDS after a member begins a deployment should be placed in SIT.

5.1.4.1.2. Upon arrival at the PDS where a future deployment is known, the member has an inherent responsibility to secure adequate housing to accept their HHG prior to deployment and SIT should be terminated. In circumstances where reasonable time to locate housing is not available, SIT may be provided.

5.1.4.1.3. Do not approve continued SIT for member's that re-locate dependents and concurrent BAH is received. If member elects not to establish a household at new PDS, and continues to receive BAH, storage under the PCS order is not authorized. Member may request storage using unit funds under para 1.6.2., however, deployment storage is normally not approved when BAH is received.

5.1.4.1.4. Requests must include a copy of the member's TDY or deployment order, together with the member's statement as to the necessity for additional temporary storage. Storage at Government expense terminates not later than 90 days after completion of TDY or deployment unless the approving official authorizes additional storage (not to exceed an additional 90 days).

5.1.4.2. **(5244-B)** Additional Storage Under Circumstances Beyond Member's Control. Approval criteria for shipments in temporary storage over 180 days are as follows:

5.1.4.2.1. Storage required to permit direct delivery from temporary storage into Government quarters. To meet this criterion authorizing an extension for a specific delivery date, the member must be on the active Government quarters waiting list.

5.1.4.2.1.1. **Note:** This does not apply to members who are on a waiting list for a specific type of house when other adequate housing is available. Verification in writing from the housing office is required. If a member is removed from the active waiting list, Government SIT terminates immediately, or

5.1.4.2.2. Storage required due to non-availability of suitable local economy quarters for the member based on the member's pay grade and family size must be supported by documentation from the local housing office, or

5.1.4.2.3. Other deserving cases wherein members submit justification indicating that the situation is beyond their control and that failure to provide the additional storage would create a financial hardship.

5.1.5. Conversion to Member's Expense. Temporary storage is terminated at 2400 hours on the final day of approved storage with the account converting to the member's expense. TSPs must receive the DD Form 1857 prior to the expiration date for the extension to be

accepted. Additional accrued storage charges become a matter for resolution between the member and the storage company.

5.1.5.1. After conversion to member's expense, the member is entitled to delivery at Government expense. The (J)PPSO using the GBL, local invoicing or purchasing procedures if the GBL, has been terminated shall make payment for delivery services at Government expense.

5.1.5.2. **Note:** Conversion to member's expense is the (J)PPSO responsibility.

5.1.6. **(5252-B1)** Temporary Storage Converted to NTS. The (J)PPSO is the designated approval authority for converting SIT at origin to NTS. (Including PPMs)

5.1.7. **(5246-A)** HHG Partial Lot Withdrawal and Delivery from Temporary Storage. The Transportation Officer is the designated approval authority for a partial lot withdrawals and deliveries from SIT and in determining if circumstances warranted Government payment for a second delivery. Partial lot withdrawals and deliveries from SIT beyond two are the member's financial responsibility.

5.1.8. **(5248)** Short Distance Moves.

5.1.8.1. **(5248-B)** Inter-City Moves. Approval/authorization for storage under this paragraph is the same as identified in JTR, par. 5260-C. Approval authority for retirees and separatees in this paragraph is the (J)PPSO.

5.1.9. **(5250)** SIT for HHG Transported From NTS.

5.1.9.1. Prudent traffic management requires members to provide a delivery address prior to shipment from NTS to permit direct delivery, prevent unnecessary SIT, and limit re-handling of property. If circumstances lead to HHG being shipped with no destination address, transportation officers may authorize SIT contingent upon necessity IAW par. 5250.

## 5.2. (5212) NON-TEMPORARY STORAGE.

5.2.1. **(5214-A)** General. When NTS is authorized from OCONUS, HHG are normally returned to a CONUS port of entry for NTS. NTS is authorized OCONUS when such approved facilities are available for:

5.2.1.1. Members OCONUS who select a home in or near the OCONUS duty station and have a home of selection shipping allowance.

5.2.2. **(5214-B)** Return of HHG from OCONUS. HHG returned from OCONUS for NTS are to be forwarded to the CONUS NTS storage facilities. Shipments are to be marked and documented "*FOR NON-TEMPORARY STORAGE*", and supported by a DD Form 1299 and the member's order.

5.2.3. **(5216-C)** NTS as an Alternative to Transportation. The Transportation Officer is the designated approval authority: (See Attachment 11).

5.2.3.1. When cost comparison indicates NTS for the contemplated period of the new assignment will cost less than or equal to shipment of the property to the new duty station.

5.2.3.2. When HHG are in NTS and continued storage costs less than or equal to shipment to the new assignment.

5.2.3.3. **Note:** PPA HQ is the determining authority in all other cases.

5.2.4. **(5234) NTS Converted to Temporary Storage.** This entitlement applies only to the removal of HHG from NTS for line-haul shipment under the same order for which HHG were placed in NTS. The Transportation Officer is the designated approval authority. A DD Form 139, Pay Adjustment Authorization, is to be initiated to collect storage charges in excess of 180 days unless additional storage is authorized under JTR, par. 5244. Ensure copies are available in the applicable records imaging system.

5.2.5. **(5222) NTS Incident to Occupancy of Government/Government-Controlled QTRS OR Privatized Housing and Incident to Vacating Local Private Sector Housing.** Applies to CONUS and OCONUS areas. An order (AF Form 150, Drayage/Storage Authorization - Government Quarters) authorizing drayage and storage at Government expense must contain a fund citation provided by the housing or billeting officer.

5.2.5.1. **(5222-A) Incident to Occupancy of Government or Government-Controlled Quarters or Privatized Housing.**

5.2.5.1.1. Under certain circumstances, when it has been predetermined that a member is to occupy Government quarters immediately upon arrival at a new duty station, the member may apply for NTS at the old duty station in CONUS. The gaining installation will fund the storage cost for the NTS regardless of the location of the property. This exception ordinarily applies to key and essential personnel required to occupy pre-designated quarters or members who arrived at the PDS and received new quarters prior to moving HHG from their old PDSs. The items must be declared excess to the requirements in assigned quarters at the new duty station. As such, the members would be afforded the opportunity to inspect assigned Government quarters and could, at that time, determine NTS requirements at origin. The housing office at destination would have to issue an appropriate order (AF Form 150) and funding for the items authorized for NTS at origin.

5.2.5.1.2. Members assigned to or between Government quarters who intend to declare articles excess to space limitations must submit a list of articles to the housing or billeting office that controls the assignment to Government quarters.

5.2.5.1.2.1. The member must prepare a list of articles to be placed into NTS. The responsible housing manager reviews and authenticates this listing. Normally, this is done before the actual movement of the HHG to, from, or between Government quarters. The PPSO does not arrange, or store at Government expense, any articles not identified on the inventory and authorized by the housing manager.

5.2.5.1.3. Property placed into NTS incident to the assignment to, from, or between Government quarters is not to be removed at Government expense without the express consent of the housing or billeting manager and specific authorization of the ordering officer.

5.2.5.1.4. Members vacating Government quarters at personal expenses are entitled to storage (through date of quarters termination), and handling-out to warehouse platform, local drayage, and unpacking at Government expense.

5.2.5.2. **(5222-E)** Incident to Vacating Local Economy Quarters. A written order citing specific authority for the local drayage and local O&M funds (Fund citations) is required to support application for such moves.

5.2.6. **(5224)** NTS When Ordered on PCS to a Remote CONUS Area with a Housing Shortage. AF/A4LR is designated to authorize/approve this NTS. The member's application is to be submitted through command channels. The authorizing/order issuing authority must indicate the restricted nature of the assignment.

5.2.7. **(5232)** Time Limits.

5.2.7.1. Situation Number 18 - Termination of Entitlement. When a member is missing/absent for a period of more than 29 days, PPA HQ/ECAF is designated to authorize extensions under this provision.

5.2.7.2. Situation Number 26 - Termination of Entitlement. Property awarded to an ex-spouse incident due to divorce may remain in storage for a reasonable period. The time cannot exceed the member's authorized storage period based on the member's assignment at the time of the divorce. If the member is still in a pay status the (J)PPSO may elect to maintain the Government-funded character of the shipment in NTS and recoup the excess storage cost from the member upon delivery.

## Chapter 6

### PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION PART A: TRANSPORTATION OF POVS

#### 6.1. (5332) Eligibility.

6.1.1. The "ownership prior to effective date of orders provision" does not apply for shipment of POVs.

6.1.2. Military members married to military members are each entitled shipment of a POV – one POV per member.

#### 6.2. (5344) Transportation Permitted.

6.2.1. OCONUS Tour of Duty in Excess of 1 Year: The POV must be delivered to Vehicle Processing Center (VPC)/POV loading port within 90 days of the member's (or dependent's) departure from the previous PDS and the member must have a minimum of one year remaining on the current tour at the time of vehicle turn in at the VPC/port.

6.2.1.1. If over 90 days has passed since the member's (or dependent's) departure from the previous PDS and/or less than one year remains on the current tour, the POV may be shipped only upon written approval of the OCONUS Logistics Readiness or equivalent Squadron Commander. For the purpose of this allowance, OCONUS commander authority may be delegated to Transportation Officer.

6.2.1.2. OCONUS Tour of Duty for 1 Year or Less: The POV must be delivered to the VPC/port within 30 days after departure of the member from the member's last PDS.

6.2.1.3. Transportation of POV Incident to a PCS Involving Inter-Theater Assignments:

6.2.1.3.1. Members may ship one POV for personal use or their dependents' use from port/VPC serving old PDS to the port/VPC serving their new PDS, or

6.2.1.3.2. A POV can be shipped to the port serving the member's new PDS providing the cost does not exceed the cost of through water movement between the port serving the old and new duty stations, or no direct ocean service is available between the ports serving the old and new duty stations.

#### 6.2.2. (5346) Transportation Not Authorized.

6.2.2.1. MAJCOM/A4Rs, or the PPA HQ in the absence of a MAJCOM/A4R, is the determining authority under JTR, par. 5346-A2b, when the shipment is not related to the travel of dependents. The member must state in writing, that the POV destination is the port/VPC normally serving one of the following: residence of member's family; home of record; or place of entry on the current tour of active duty. A request for shipment to any other place must contain detailed justification and clearly identify who is to accept the vehicle.

6.2.2.2. For shipments under JTR, par. 5346-A2c, the member is responsible for all costs related to payment of customs, import duties, etc.

6.2.3. (5360) Replacement POV Transportation. MAJCOM and SOA Directors of Transportation having logistical responsibilities in the OCONUS areas, or the PPA HQ in the



absence of a MAJCOM/A4R, are designated to make replacement vehicle determinations when in the best interest of the Government. Normally, replacement transportation is not approved if the member is in possession of a second vehicle, or if a vehicle can be purchased in the overseas location through private sales or manufacturer new car sales programs. Time remaining on station requirements in paragraphs 6.2.1 and 6.2.1.1 does not apply. However, approval for members with less than one year remaining must have strong justification. This section pertains to shipment of POVs from CONUS to the OCONUS station.

6.2.3.1. Requests for authorization to replace a POV originally shipped overseas that is "worn out due to age and normal deterioration, or was lost through fire, theft or similar cases," must meet the criteria below.

6.2.3.1.1. The vehicle shall be disposed of and supporting documentation (letter from salvage yard, repair company, etc.) is used to support the request. Sale to a private party does not meet the par. 5360-B2 requirement.

6.2.3.1.2. Consider the age of the vehicle when initially shipped OCONUS. The age and condition of the vehicle should be expected to last the duration of the OCONUS tour.

6.2.3.1.3. Whether the member is currently in possession of another vehicle, and if so, why that vehicle is not considered a suitable replacement.

6.2.3.1.4. Whether an adequate replacement vehicle can be purchased at the overseas duty station.

### **6.3. (5352) POV Transportation To/From Ports.**

6.3.1. **(5352-B)** Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS. SAF/IA (AFAAO) is designated to authorize/approve requests for Air Force personnel assigned to US Defense Attaché' Offices worldwide.

### **6.4. (5322-A) MEMBER UNABLE TO DRIVE THE VEHICLE**

6.4.1. The local MPS must authorize/approve shipments when member is physically unable to drive or there is insufficient time for the member to drive and report to their new PDS. It is the member's responsibility to provide medical documentation substantiating the request for overland shipment to the MPS and the authorization is to be included in the member's PCS order. This allowance does not extend to dependents unable to drive for any medical reason.

**6.5. (5322) GENERAL.** There is no authority for a PPSO to arrange for shipment of a members' POV under this paragraph. Arrangement and reimbursement for members POV is between the MPS, FSO and member.

### **6.6. (5348) Restricted POV Transportation.**

6.6.1. **(5348)** Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. See DTR, Part V, Customs and PPCIG.

6.6.2. The DOD has imposed an embargo on the shipment of POVs made after 31 Mar 76 to Japan. By Memorandum of 6 Sep 95, the Assistant Secretary of Defense (Force Management Policy) has granted the Commander US Forces Japan a limited waiver authority to this embargo. Waiver application procedures are contained in the PPCIG for Japan.

6.6.2.1. The waiver authority does not include Okinawa because it does not have the air pollution laboratory required for emission testing.

6.6.2.2. Member is responsible for all charges associated with meeting Government of Japan vehicle emission standards.

6.6.2.3. If a vehicle is unable to meet Government of Japan standards, the member is financially responsible for disposal of the vehicle and any associated costs of such disposal. Commanders and members must understand, no Government allowance exists to return the vehicle to the US until the issuance of subsequent PCS orders, or such time as an early return of dependents application is authorized.

6.6.3. Reimbursement for personally procured transportation of POVs must meet the requirements of JTR, par. 5340-B. If POV is transported on foreign registered TSP, statement of non-availability of U.S. flag TSP is required.

6.6.4. **(5336) POV Size Limit.** Size restrictions for POV shipment is 20 MT. The formula for determining the measurement ton (MT) size of a POV is: length times width times height (in feet) divided by 40. (EXAMPLE: (L) 17' x (W) 8' x (H) 5.75' = 782 cubic feet, 40 = 19.55 MTs). Size restriction does not apply for members who are authorized shipment of an oversized POV for medical reasons. Members must send requests through the Installation Surgeon General and MPS. Authorization for oversized vehicle under these circumstances must be annotated on member's order.

## **6.7. (5350) Ports/VPCs Used.**

### **6.7.1. (5350-B) Designation of Ports.**

6.7.1.1. The designated port for entitlement purposes is the SDDC controlled VPC nearest to the current and next PDS or a VPC in between the old and new PDS.

6.7.1.2. See Global POV Contract for identification of ports that have service between the shipping and receiving points.

### **6.7.2. (5350-C) Alternate Ports/VPCs.**

6.7.2.1. For entitlement purposes, shipments from a port located in a different country than the designated port's country, requires PPA HQ approval (**EXCEPTION:** SAF/MRM has granted approval for AF members in Europe to ship from any European port provided members pay any excess costs).

6.7.2.1.1. A request is to be forwarded to the applicable MAJCOM, or the PPA HQ in the absence of a MAJCOM/A4R, for initial determination. If the request contains adequate justification, it is to be forwarded to PPA HQ for approval.

6.7.2.1.2. Any request forwarded must contain a strong MAJCOM-recommended positive endorsement. Prime considerations in forwarding a case for review are those situations beyond the member's control and those where approval would alleviate an undue hardship.

6.7.2.2. Other than Designated Shipping Port Usage Within the CONUS. The member must be advised of the responsibility for any excess cost for use of a port/VPC other than a designated port/VPC.

6.7.3. **(5350-D)** Transshipment from a Designated Port. PPA HQ is designated to make determinations on these requests.

#### **6.8. (5370) Factors Affecting POV Transportation.**

6.8.1. **(5370-A)** Transportation of POV May Be Deferred. **EXAMPLE:** Member assigned from Andrews AFB, MD, to RAF Mildenhall, UK, in 2010 and did not use the allowance to ship a POV. In 2013 the member went PCS from RAF Mildenhall, UK, to Ramstein AB, GE. Member has an allowance to ship a POV from the port/VPC servicing Andrews AFB to Germany or from England to Germany.

#### **6.9. (5362) POV Transportation Under Special Circumstances.**

6.9.1. **(5362-B)** Member Reassigned from OCONUS PDS to Which Dependent Travel Is Authorized to an OCONUS PDS to Which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. This paragraph authorizes inter-coastal or intra-coastal shipment of a POV. The authorization is to a port/VPC serving the designated location of dependents, when such designated location is in the CONUS. When the dependents travel to a non-foreign OCONUS area (e.g., Alaska, Puerto Rico), shipment is authorized as provided in JTR, par. 5346-A2.

6.9.2. **(5362-E)** Member Officially Reported as Dead, Injured, Ill, Absent For More Than 29 Days in a Missing Status, or Upon Death.

6.9.2.1. A POV is not to be shipped at Government expense until such time as the Mortuary Officer (MO) or Summary Court Officer (SCO) officially advises the (J)PPSO of the name and address of the lawful recipient of the POV.

6.9.2.2. DD Form 1300, Report of Casualty or documents listed in AFI 34-242, may be used to support the procurement for shipment. Also, the dependent travel order may be used if travel of dependents is applicable.

6.9.2.3. If the DD Form 1300 or other authorizing documents do not contain an appropriation, the (J)PPSO must obtain an appropriation from the local Comptroller.

6.9.2.4. Commercial "Drive-Away" service is NOT to be used for overland shipment of POVs.

6.9.2.5. Mobile dwelling and campers used as a primary residence and designed to be moved overland, whether self-propelled or tow-away, fall within the definition of a MOBILE DWELLING and, as such, are not transported as a POV under provisions of this paragraph. Primary residence must be annotated to travel authorization and appropriate transportation documents.

#### **6.10. (5366) POV Transportation Time Limitation.**

6.10.1. **(5366-A)** Incident To Separation from Service or Relief from Active Duty. A member who is separated with entitlement to travel pursuant to JTR, par. 5066-A2, may have a POV shipped. Shipment is authorized to the port/VPC nearest the home of record or place of entry into the service (as applicable), provided:

6.10.1.1. The home of record or place of entry is so located as to authorize transoceanic shipment as defined in JTR, pars. 5332, 5340-A, and 5350-C.

6.10.1.2. The POV is offered to a port/VPC before 2400 hours on the 180th day after separation or release from active duty. Approval authority is delegated to PPA HQ. (See paragraph 3.4.4.2.)

6.10.1.3. The provisions of JTR do not prohibit the shipment, per JTR, par. 5348, Restriction, Prohibition, or Suspension to a Member's OCONUS PDS.

6.10.1.4. Members understand they are financially responsible for all taxes, duties, and other entry requirements if shipment destination is in a foreign country, or non-foreign area such as a US Territory, or Possession.

**6.10.2. (5366-B) Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay.**

A member who is retired with entitlement to travel pursuant to JTR, par. 5068-A1, may under certain circumstances be authorized to ship a POV. POV shipment is authorized to a port/VPC nearest the home of selection, provided:

6.10.2.1. Home of selection is so located as to authorize transoceanic shipment as defined in JTR, pars. 5332, 5340-A, and 5350-C.

6.10.2.1.1. **Note:** A member whose HOS is “any other place” does not have a POV shipping entitlement as defined in JTR, par. 5068-A2 (e.g., Member retires from a CONUS PDS and selects an OCONUS location is not authorized a POV shipment to OCONUS location).

6.10.2.2. POV is offered to a port/VPC for shipment within 1 year from the date of retirement. (The 1-year time limit may be extended for medical, educational or training purposes, or other deserving cases. See paragraphs 3.5.3., 3.5.4., 3.5.5., and 3.5.6.)

6.10.2.3. Members understand they are financially responsible for all taxes, duties, and other entry requirements if shipment destination is in a foreign country, or non-foreign area such as a US Territory, or Possession.

**6.11. (5338) Care and Storage.** Except as authorized in JTR, pars. 5362-E2 and 5376, storage of a POV at Government expense or by Government arrangement is NOT AUTHORIZED. The only exception is free holding time at the WPOE/WPOD incident to shipment of the POV to, from, or between OCONUS areas. Normally, such holding time cannot exceed 45 days. (See Part B, paragraph 6.12 of this chapter for POV storage when POV transportation to PDS is not authorized.)

6.11.1. **Note:** For more information on POVs visit: <http://www.pcsmypov.com/>

**PART B: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW CONTINGENCY OPERATION TDY**

**6.12. (5378) Eligibility.**

6.12.1. **(5378-A) General.** The PPCIG is to be used to determine if the member's requirements of JTR, par. 5378-A1 is applicable.

6.12.1.2. **(5378-A2)** The TDY order must have a line of accounting funding this allowance. This item is considered a special authorization and the CED line of

accounting should be used. **Note: Indeterminate TDY POV storage is charged to the MILPERS account IAW AFI 36-2110.**

6.12.1.3. (5378-B2) When Government storage is not available OCONUS, POVs may be shipped to a CONUS storage facility. Once in storage, POVs may be removed from storage in lieu of continued storage for the duration of the TDY. POVs removed in lieu of continued storage, may be returned to the VPC for return shipment to the VPC servicing the OCONUS PDS.

6.12.1.4. PPA HQ is delegated authority to approve or disapprove requests for POV storage where laws, regulations, and/or other restrictions imposed by the foreign country, area, or, if the POV would require extensive modification as a condition of entry to the OCONUS area. All requests for storage will be fully documented and forwarded to PPA HQ/ECAF-B, 2261 Hughes Ave, Ste 159, Lackland AFB, TX 78236-9857, email: [hqppa.ecaf-ext@us.af.mil](mailto:hqppa.ecaf-ext@us.af.mil), fax (210) 321-4263. Consider the following criteria when determining storage approval.

6.12.1.4.1. POV shipment and storage is a discretionary allowance contingent upon Service HQ approval. The Air Force permits a POV shipment to most locations except where prohibited or restricted in the PPCIG (Japan/Okinawa vehicles manufactured after 1976, Korea for E-6 and below, or those serving an unaccompanied tour, etc.).

6.12.1.4.2. The intent of POV shipment and storage is to provide for the member's primary means of transportation at the permanent duty station. It is not an automatic entitlement to be used to transport or store vintage, historic, classic, restored, collector or customized vehicles.

6.12.1.4.3. Restrictions imposed by foreign countries must apply to all US POVs manufacturer original factory vehicle configuration. Do not approve storage of vehicles that once met host nation entry requirements, and were subsequently modified or customized by the owner and are no longer in compliance.

### **6.13. (5384) Storage Facilities Used.** (See para 6.12.1.2).

6.13.1. Air Force members who have an eligible allowance to store a POV as a result of a PCS are required to use one of the following options: DoD Global POV Contract (GPC) or personally procured commercial storage. If the member self-procures storage, reimbursement is limited to the Government constructive cost cited in the GPC.

6.13.2. **Note:** Commercial facilities are defined as those businesses that offer vehicle storage to the general public. Storage in a private residence garage or a private lot does not constitute storage at a commercial facility.

6.13.3. SDDC website (<http://www.sddc.army.mil>) contains information on GPC storage requirements.

**6.14. (5384-C) Other Excess Storage Costs.** Member's that store a POV at Government expense that exceeds 20 Measurement Tons are responsible for excess storage costs. Exception: The approving medical facility may grant an exception to policy for vehicles that require special medical modifications. Authorization for oversized vehicles under these circumstances must be annotated on member's orders.

6.14.1. Members exceeding authorized time limit are required to pay excess costs pertaining to monthly storage charges. For members not remaining in a pay status DoD Global POV contractor will collect prior to releasing the vehicle to the member. For members remaining in a pay status the Global POV Contractor will complete DD Form 139, Pay Adjustment Authorization and send to PPA HQ/ECAF.

**6.15 (5390) Continued POV Storage.**

6.15.1. Storage at Government expense terminates not later than 90 days after TDY completion.

6.15.2. A member separated from the Service or relieved from active duty who has a POV in storage under JTR par. 5378 is authorized continued POV storage until the 180th day after the active duty termination date, *unless specifically prohibited in par. 5272*. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved by ECAF IAW para 3.5.

6.15.3. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under JTR par. 5378, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death). The authority and circumstances in par. 5318 apply for extending the 1-year storage limit. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved by ECAF IAW para 3.5.

## Chapter 7

### TRANSPORTATION OF MOBILE HOMES

#### 7.1. (5396) General (Member).

7.1.1. Operational procedures for Transportation of Mobile Homes are contained in the DTR, Part IV, Chapter 407. A Mobile Dwelling is a term applied equally to boat, camper (i.e., 5th wheeler), houseboat and mobile home when declared by the member as a primary (permanent) residence at the new PDS. BOTO, OTO, etc. are necessary. Indicate on the travel order and necessary transportation documents that the member intends to use the mobile home as a primary residence at the new PDS.

7.1.2. Members moving mobile homes must be given a copy of the DTR, Attachment K-5, It's Your Move, Moving Your Mobile Home, and DD Form 1800, Mobile Home Inspection Record. The member should use DD Form 1800 as a guide in completing pre-move requirements. The DTR, Attachment K-5, may be found at [http://www.transcom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_5.pdf](http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_5.pdf). The DD Form 1800 may be found on the DOD Forms Management Program page, <http://dtic.mil/whs/directives/infomgt/forms/eforms/dd1800.pdf>.

7.1.3. Service members who are assigned from CONUS to OCONUS remote assignment with a follow-on assignment to CONUS or Alaska can ship a mobile home to the follow-on location where they intend to use the mobile home as a primary residence upon return from the remote assignment. The member is responsible for making arrangements for receipt and disposition of the mobile home upon its arrival at destination.

**7.2. (5406) Personally Procured Commercial Transportation.** See Attachment 12 for Mobile Home Cost Comparison Worksheet for Government-arranged transportation.

7.2.1. Cost Computation Example (using worksheet in Attachment 12): SMSgt with dependents moves mobile home between PDS in San Antonio, TX, and Phoenix, AZ. Distance moved is 983 miles. Authorized weight allowance is 14,000 pounds. Authorized cost is based on the cost to move 14,000 pounds of HHG from San Antonio, TX, to Phoenix, AZ (JTR, par. 5398-A).

Example:	
Best Value cost to transport 14,000 pounds of HHG from San Antonio, TX to Phoenix, AZ (5398-A)	\$7,098.30
Estimated Government Cost (MOTO) (5406-E2)	\$10,550.00
Estimated Costs Not Allowed (5406-E3)	-\$300.00
Best Value cost to transport 1,000 pounds of HHG removed from mobile home to meet safety requirements from San Antonio, TX to Phoenix, AZ	\$500.00
Excess Cost	\$3,651.70

**7.3. (5420) Mobile Home Transportation Under Unusual/Emergency Circumstances.**

7.3.1. **(5420-I) HHG Removed from Mobile Home to Meet Safety Requirements.** See paragraph 2.5.4.

**7.4. (5416) Excess Costs for Mobile Home Transportation of Separated Member, Deceased Member, and Heirs of Deceased Members.** Government arranged shipments for members who do not remain in a pay status (or dependents/heirs of deceased members) is authorized. The Personal Property Government Bill of Lading (PPGBL) can be issued to obligate the Government in an amount not to exceed the member's maximum entitlement plus the value of any advance excess cost collected. Any remaining excess costs must be settled by the separating member with the TSP at destination.

**7.5. (5418) Short Distance Moves.** A separatee or a retiree terminating Government facilities is entitled to a local move of the mobile home and a subsequent shipment in conjunction with the separation or retirement entitlement.

**7.6. (5414) Mobile Home Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death.**

7.6.1. **(5414-D) Death of a Member.** PPA HQ/ECAF is designated to authorize/approve extensions of the basic 1-year limit for shipment of mobile homes under 5414-D2 and 5414-D3.

**7.7. (5422-A) Storage In Transit.**

7.7.1. Transportation Officers may authorize storage-in-transit (SIT) not to exceed 180 days.



## Chapter 8

### EVACUATION ALLOWANCES

**8.1. (6035 & 6100)General (Member).** Installation commanders have the authority to ship/store HHG using local O&M funds, including quarters to quarters (Government and economy) moves and non-temporary storage of HHG for quarters that become uninhabitable at locations due to a man-made or natural disaster. Local moves may be performed under JTR, par. 5262-E, 5262-F, 5262-G and 5264-A with NTS authorized under paragraphs 5222-B, 5222-C, 5222-D and 5222-E1. These moves are funded by local installation support funds, and cannot be charged to evacuation funding appropriations. An evacuation does not have to be declared for the installation commander to authorize HHG shipment/storage.

**8.2. (6500-A, 6505-C, 6510-C and Chapter 6, Part B, Section 2)General (Civilian Employee).** Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process retained at SAF/MR.

## Chapter 9

### JTR DEFINITION CLARIFICATIONS

**9.1. (5208-G) Alcohol.** Alcohol may be transported in HHGs; however, subject to restrictions imposed by states, territory, district, foreign country, etc. Consult the PPCIG for host country requirements/restrictions.

**9.2. 5208-H) Firearms.** ( Firearms HHG transportation is prohibited for member in a Military Restraining Order (MRO) or Temporary Restraining Order (TRO) status ICW ATF federal statute. Household goods transportation may result in a 'frustrated' shipment and potential legal concerns for AF and the member.

**9.3. Consumables.** Consumables may consist of food stuff items, household or other personal items that are to be consumed and need replacement. Consumables cannot include any prohibited items (i.e., hazardous). The member should have received information from the sponsor advising which types of consumables are not available at the new location.

**9.4. Government (TRANSPORTATION) Constructed Cost (GCC).** The 'Best Value' cost the Government would have paid for Government-procured HHG transportation.

#### **9.5. Motorcycle/Moped:**

9.5.1. Shipment in HHG does not change federal emission control or safety requirements in effect for that model year. Motorcycles/mopeds entering the CONUS, not conforming to US Environmental Protection Agency (EPA)/Department of Transportation (DOT) standards, are not to be included in HHG because the entire shipment would be delayed and opened at CONUS port of entry by customs. The certification label affixed to the frame is used to determine compliance with US EPA/DOT standards. See Shipping Your POV Pamphlet (Nonconforming POVs) in Appendix K3 of the DTR Part IV.

**Note: *Members may elect to make a separate HHG shipment, subject to excess cost, for nonconforming motorcycles/mopeds.***

9.5.2. The motorcycle/moped must be prepared for shipment by the member to meet TSP requirements. See DTR Part IV, Appendix I, Paragraph H, Note 2.

9.5.3. Some foreign countries require a motorcycle/moped to be licensed as a POV. These countries may also allow importation of only one POV. The owner should be advised of the country's importation licensing/registration requirements if also anticipating shipment of a POV. Owners shipping a POV to such countries should consider whether shipment of a motorcycle/moped in HHG is wise. The owner may incur excessive customs duties plus other associated costs. Consult the PPCIG, for host country requirements/restrictions. When in doubt, the origin PPSO/PPPO must request clarification from the responsible transportation authority at destination.

9.5.4. For surface shipments, documents must identify the location of the vehicle in the shipment. This is necessary because any surface shipment destined to/from OCONUS may be diverted to an air shipment. If the shipment is diverted to AMC, a Shipper Certification for Dangerous Goods must be prepared. To complete the form, service liaison and AMC personnel must be able to locate the vehicle in the shipment.

**9.6. Permanent (Duty) Station (PDS).** If an authorized commuting area has not been designated, the PPSO/PPPO must request that one be established IAW JTR, Chapter 2, Part L, par.2800-B1, by the Installation Commander.

## Chapter 10

### GENERAL ADMINISTRATIVE GUIDANCE

#### 10.1. Personal Property Guidance.

10.1.1. PPPO/PPSO counseling will be conducted using the Defense Personal Property System (DPS). (T-0)

10.1.2. Members/employees will, to the maximum extent possible, be directed to self-counsel using DPS. Except first time movers, separatees, retirees and bluebark shipments will be counseled by PPPO/PPSO personnel. (T-3)

10.1.3. PPPO/PPSO counseling will be available for members/employees electing to be counseled on their shipment and storage entitlements by a PPPO/PPSO. (T-3)

10.1.3.1. MAJCOMs may designate a specific form (e.g. AETC Form 280) to collect pertinent shipping information when member's elect to be counseled by PPPO/PPSO.

10.1.3.2. If a specific form is not designated, PPPO/PPSOs may use a general purpose form to collect pertinent information as necessary.

10.1.4. PPPO/PPSO will advise members/employees;

10.1.4.1. To obtain a Log In from Electronic Transportation Acquisition (ETA) at [www.move.mil](http://www.move.mil) website: <https://eta.sddc.army.mil/ETASSOPortal/default.aspx> to access DPS.

10.1.4.2. To notify the System Response Center (SRC) Help Desk Toll Free (800) 462-2176 for assistance when an "Authentication Error" is received.

10.1.4.3. To achieve a successful move, it is imperative to maintain communication with the TSP.

10.1.4.4. To complete the Customer Satisfaction Survey (CSS) within seven days of each complete shipment delivery. Assist member/employee in locating internet access to complete the CSS if necessary.

10.1.4.5. At the conclusion of the counseling session (if self-counseled) they must print the DD Form 1299 and DD Form 1797, sign and provide along with valid travel orders to the servicing PPPO/PPSO. (T-0)

#### 10.2. Counseling Members/Employees.

10.2.1. Use the DD Form 1797 and Attachments 13 & 14, if applicable, to record information provided during counseling along with any misunderstanding or disagreement between the counselor and the member/representative. Use this record to respond to case file inquiries.

10.2.2. If a customer elects to waive outbound counseling, complete the following actions: On DD Form 1299, the customer is required to initial/sign in the appropriate areas. On DD Form 1797, check each applicable item on the bottom (of the reverse side) as "no"; both counselor and member/employee/representative will initial/sign the form.

10.2.2.1. Statement for DD Form 1797: *"I waive the counseling on all parts of my move, which includes Household Goods, Unaccompanied Baggage, Non-temporary Storage, Privately Owned Vehicles, Boats, Mobile Homes, Weapons and Loss/Damage Claims Options. I fully understand my entitlements and take full responsibility for any consequences caused by my waiving counseling.*

10.2.3. When a dependent has a travel authorization to or from overseas, the dependent may apply for shipment without the member's Power of Attorney (POA) or informal Letter of Authorization (LOA) provided the shipment is to the member's new PDS or the property is being placed in NTS. If the dependent requests shipment of property to any other place, the DD Form 1299 shall be supported by the member's POA/LOA. (DoD 4500.9R, Part IV, Chap 401, G2a(1)c. **(T-0)**)

10.2.4. Members and employees must be counseled on POV movement and storage using Part V of the DD Form 1797. **(T-0)**

10.2.5. At the conclusion of the counseling session, the member will sign/provide the DD Forms 1299 and 1797 to the counselor. **(T-0)**

10.2.6. Where capabilities exist (J)PPSO/PPPOs will electronically store (scan/upload) all required/supporting documents in the Air Force's designated online Documentation System. Documents will be maintained in accordance with Air Force Records Information Management System requirements pertaining to transportation retention of records.

10.2.7. Participate in Airman and Family Readiness Center base relocation programs to brief passenger and household goods entitlements associated with PCS, retirement and separation. **(T-3)**

**10.3. Sensitive Shipments/Witness Protection.** For Air Force personnel with classified assignments, the "to be assigned" blocks of the special orders do not contain "in-the-clear" destinations. Therefore, counseling and documentation preparation requires special attention. Ship the property to the destination requested by the member and:

10.3.1. Accept a statement from the District Detachment Commander certifying the authorized weight allowance for Office of Special Investigations (OSI) special agents. Treat this information as sensitive data to be used for entitlement purposes only.

10.3.2. If a counselor with the proper security clearance is available and members are allowed to discuss the end assignment on a need-to-know basis, give these members a verbal briefing on their specific entitlements. Annotate the reverse of the DD Form 1797 to reflect that an oral briefing was given and indicate the name of the counselor involved.

10.3.3. If a properly cleared counselor is not available or if the member cannot discuss the end assignment with (J)PPSO/PPPO personnel on a need-to-know basis, give the member a generic counseling and record the counseling on the reverse of the DD Form 1797.

**10.4. Exception to Provisions of the Joint Travel Regulations is prohibited.**

10.4.1. The JTR is a direct implementation of the laws enacted by the Congress and the President and interpretations of those laws by the Comptroller General of the United States (GAO) and the Defense Office of Hearings and Appeals (DOHA) and has the force and effect of law. The JTR is the DOD implementation of General Services Administration (GSA) Federal Travel Regulation (FTR) that is the direct implementation of law and GAO

and GSA Board of Contract Appeals (GSBCA) interpretations. There is **NO** authority to grant an exception or a waiver to any JTR provision. *DO NOT FORWARD SUCH REQUESTS TO AF/A4LR FOR CONSIDERATION.*

10.4.2. Recommended administrative changes to the JTR may be submitted through MAJCOM A1 and A4 channels to AF/A4LR who forwards to AF/A1PA for submission through the appropriate channels.

**10.5. Congressional Inquiries.** Air Force personnel have the legal right to petition, furnish information to, or communicate with the Congress (Title 5, United States Code, Section 7102 and Title 10, United States Code, Section 1034). Most Congressional inquiries relating to HHG are sent to SAF/LLI and then tasked to AF/A4LR. AF/A4LR will task PPA HQ to ascertain all facts and specifics pertaining to inquiries.

10.5.1. If a (J)PPSO/PPPO receives a request for information from PPA HQ, respond quickly and accurately, answering all questions to the best of your ability. Ensure your MAJCOM functional, and squadron commander is informed of the request and your response. Review AFI 90-401, Air Force Relations with Congress, for more detailed information on handling Congressional Inquiries at various levels within the Air Force.

10.5.2. When the Air Staff or PPA requests a MAJCOM or field activity to supply information or to coordinate on the draft response, the action officer will explain that the sole purpose is to obtain information for a Congressional inquiry, and the field activity should not construe the inquiry otherwise. There is no requirement to coordinate fact finding with the MAJCOM IG or Wing staff agencies unless tasked directly. **(T-2)**

**10.6. Airlift of HHG.** HHG shipment by air to, from, or between Hardlift areas listed in Attachment 7, and via AMC TP-4, does not require prior approval. TP-2 airlift to any other area (except inter-theater) requires prior approval. PPA HQ is delegated approval authority for TP-2 airlift.

**Note:** Space required airlift of HHG is not authorized for retirees or separatees.

10.6.1. TP-2 Airlift for all inter-theater HHG shipments is authorized for members/employees outside CONUS unless the member/employee has a temporary duty/leave/delay en route of more than 30 days. Under those circumstances, ship HHG by surface TSP.

10.6.2. TP-4 Airlift of HHG.

10.6.2.1. AMC TP-4 airlift of HHG uses AMC excess by-product airlift capability.

10.6.2.2. HHG are airlifted on a space-available basis at surface competitive rates.

10.6.2.3. AMC TP-4 airlift of HHG can be used with Code T or DPM shipment modes. However, AMC air terminal managers control the availability of this service over specific airlift channels in coordination with the Air Clearance Authorities (ACA). They determine the actual amount of TP-4 accepted into the aerial ports. They also work together to fill excess capacity to maximize aircraft utilization. The ACA validates the movement and coordinates with the appropriate APOE. Shippers should use one of the following methods when requesting clearance of HHG at the TP-4 rate.

10.6.2.3.1. Via <https://Isotools.wpafb.af.mil/atcmd/>

10.6.2.3.2. Fax information to DSN (312) 787-3185 or commercial (937) 257-3185

10.6.2.3.3. Telephone ACA office DSN (312)787-4949 or commercial (937) 257-4946.

10.6.2.4. Available TP-4 airlift may be used when a cost comparison indicates that it is cost favorable or when it is required to meet the member's, dependent's, or next-of-kin's requirements. However, HHG shipments are to move as TP-4 when it best meets the needs of the member without incurring storage-in-transit costs at destination.

10.6.2.5. Shipments returning from OCONUS points destined for CONUS Non-temporary storage cannot be routed via TP-4.

10.6.2.6. Once the appropriate ACA clears a shipment, it moves as TP-4. Shipments are not to be pulled out of the airlift system by AMC and diverted to surface movement without coordination with the ACA.

10.6.3. TP-2 Airlift Requests. Airlift requests (AMC TP-2) to, from or between other than approved Hardlift areas are sent to PPA HQ/ECAF-B at [hqppa.ecaf-ext@us.af.mil](mailto:hqppa.ecaf-ext@us.af.mil). The (J)PPSO/PPPO initiates the request that includes, as a minimum, the following:

10.6.3.1. The member's name, grade, and social security number;

10.6.3.2. The shipment origin and destination; (Identify any applicable origin and destination military installation.)

10.6.3.3. Pickup date and RDD;

10.6.3.4. Pieces, weight, and cube;

10.6.3.5. Original code of service, name of TSP, and GBL number;

10.6.3.5.1. Circumstances (obtained from the origin (J)PPSO) resulting in the inability to move via surface to include, as applicable: TSP delay in delivery to port; port processing delays; ship availability (past and anticipated); origin (J)PPSO failure to comply with applicable routing guide; port agent deficiency; failure to effect shipment from origin; or other pertinent data.

10.6.3.5.2. Specific hardships experienced by the member or family. Indicate whether a housing loaner kit is available and being used by member. General statements such as "*member is in dire need*," "*member has quarters*," and "*past RDD*" are insufficient to justify airlift.

10.6.3.5.3. Any other data to assist in evaluation of requests.

10.6.3.6. Airlift requests should be transmitted to PPA HQ with information copies to AFMC LSO/LOTA and the MAJCOM (if applicable).

10.6.3.7. Disapproval authority for airlift requests is HAF/A4LR. If PPA HQ believes the request for airlift lacks adequate justification, telephonic coordination is to be made with HAF/A4LR.

10.6.3.8. Requests for airlift of a civilian employee's HHG must include authority to cite the specific allotment. If authority of the agency controlling the funds has not been obtained, the agency is to be included as an action addressee. The agency is to be

requested to furnish PPA HQ authority to cite their funds to defray airlift cost. The controlling agencies are:

10.6.3.8.1. The gaining civilian personnel office for Air Force employees;

10.6.3.8.2. DLIELC/LEX, Lackland AFB TX/LEANO for Defense Language Institute (DLI) employees.

10.6.3.8.3. The Department of Defense Education Activity (DoDEA) Human Resources Regional Service Center for DoDDS Teachers

**10.7. OSI Investigations.** AF/A4LR sends OSI reports concerning HHG and POVs to the appropriate MAJCOM or PPA HQ. The MAJCOM, if applicable, conducts a review and recommends a course of collection action to PPA HQ.

**10.8. Pertinent Personal Property Guidance in Non-Transportation Regulations.**

10.8.1. Disposal of Unclaimed Personal Property. (See DOD Manual 4160.21-M)

10.8.2. Shipment of Deceased Member's Personal Property. (See AFI 34-242 and 34-511)

10.8.3. Non-Temporary Storage of HHG Excess to Government Quarters. (See AFI 32-6001)

**10.9. Payment of TSP or Agent Services Rendered when Movement is canceled.** Normally, services are ordered, Government funds are obligated, and line-haul movement is made. If a movement is canceled, the Government must pay the TSP or agent for services rendered up to the movement cancellation. Use the following procedures to effect payment for services rendered:

10.9.1. Do not cancel a GBL if it has been issued. Obtain TSP or agent invoice, or DD Form 619, from the TSP or agent for services rendered. The Transportation Officer certifies services performed and accomplished on the GBL AT ORIGIN. Annotate the GBL that NO LINE HAUL was involved and give a brief explanation as to why movement was canceled. The documents are forwarded to the TSP or agent for use in submitting payment for services rendered.

10.9.2. If a GBL was not issued, required, or canceled, the (J)PPSO obtains an invoice from the TSP or agent. The invoice should show services rendered up to the time movement were canceled. The Transportation Officer certifies on the invoice that services were performed and payment is due. Annotate the invoice with the reason movement was canceled and why payment is being made in this manner. Copies of the applicable movement orders and the invoice will be forwarded to Defense Finance and Accounting Services (DFAS) or service finance center for payment.

10.9.3. Use of these procedures for local moves is normally more expensive than using local packing and crating - contractor rates. Therefore, local moves that use these procedures are subject to close review by audit, IG inspection, etc.

**10.10. Routing and Mode Selection of Domestic Shipments Weighing 1,000 pounds or Less.**

10.10.1. Shipping offices use the Direct Procurement Method to move domestic shipments estimated to weigh 1,000 pounds or less when cost-effective and circumstances warrant. (T-3)



**10.11. General Officer and Senior Executive Service Moves.**

10.11.1. Each Transportation Officer (TO) is responsible for monitoring Air Force General Officer (AFGO) and Senior Executive Service (SES) moves, inbound and outbound to their installation. Origin (J)PPSO/PPPO must provide complete shipment information to the destination (J)PPSO/PPPO. In turn, the destination TO must advise all concerned upon shipment arrival and delivery, to include any information regarding unsatisfactory service. **(T-3)**

10.11.2. The 11th Logistics Readiness Squadron, Joint Base Andrews-Naval Air Facility Washington, MD, acts as the responsible agency for AFGO moves to, from, and within the National Capitol Region (NCR). On shipments moving from and within the NCR, they provide counseling, prepare documentation, and arrange shipment. For those shipments moving to the NCR, they coordinate the arrival and delivery of all Air Force General Officer moves.

**10.12. Personal Property Transformation/Procedures and Process**

10.12.1. Procedures/process changes proposed by JPPSOs or PPA HQ, which may impact manpower or resources at PPPOs, will be coordinated and approved in an appropriately staffed package through AF/A4LR and MAJCOMs before implementation. **(T-1)**

**10.13. Administrative Process for Policy and Entitlement Clarification or Interpretation**

10.13.1. Transportation Officers are the base-level authority to execute the front-office process of the Air Force Personal Property Movement Program. To resolve policy or entitlement issues, use the following progressive levels to elevate.

10.13.1.1 The Personal Property Activity Headquarters (PPA HQ) Customer Service Center. The PPA HQ Customer Service Center is established as a Center of Excellence to assist Air Force personnel and transportation offices in clarifying and interpreting HHG and POV moving and storage policy and entitlements of military members, civilian employees, dependents and Next of Kin of deceased members. The PPA HQ fields questions on retirement and separation entitlements, redirects customers to correct section(s) within/outside the AF Personal Property Enterprise, assists sister service personnel when necessary, assists with research and staffing Congressional Inquiries and IG complaints, and communicates personal property movement and storage information to the transportation community.

10.13.2. Servicing JPPSO/CPPSO. Base transportation offices and PPPOs first contact their servicing JPPSO/CPPSO to resolve moving and storage issues and entitlement interpretation.

10.13.3. The PPA Customer Service Center provides policy and entitlement interpretation to PPPOs/PPSOs/JPPSOs/CPPSOs, MAJCOMs and sister Service Components that service Air Force personnel.

10.13.4. MAJCOM Logistics Readiness Staffs. MAJCOM Logistics Readiness staffs are an available resource for PPPOs to consult. MAJCOM staffs reconcile entitlement interpretation and process issues with the PPA HQ.

**10.14. (1030) Duplicate Payment.**

10.14.1. A member with travel and transportation allowances incident to separation or retirement that accepts employment with a federal agency is entitled to the greater of the two allowances. Allowances may not be added or combined (Comptroller General Decision B-196535). Dual HHG allowances are a form of a duplicate payment. **(T-0)**

## Chapter 11

### EXCESS COST RESPONSIBILITIES/PROCEDURES

**11.1. Excess Cost Responsibilities.** Personal Property Activity Headquarters/Excess Cost Adjudication Function (PPA HQ/ECAF) is the Air Force executive agent to adjudicate, review, and process identified excess cost cases. Transportation Officers are to support PPA HQ/ECAF efforts as outlined in paragraphs 11.2.1 through 11.3.10.

#### 11.1.1. PPA HQ/ECAF Responsibilities:

11.1.1.1. Review potential excess cost on Air Force-funded shipments identified through DPS, (J)PPSOs/PPPOs, and Vehicle Processing Centers (VPCs).

11.1.1.2. Identify excess cost on active duty, retired, separated, AFRC and ANG military personnel, and Department of Defense Air Force civilian employees.

11.1.1.3. Determine which shipment or storage lot results in the least cost to the member/employee.

11.1.1.4. Initiate collection action by preparing a DD Form 139 and submitting it to the member's/employee's servicing Financial Services Office (FSO) or DFAS for appropriate action.

11.1.1.5. Adjudicate excess cost rebuttals for all Air Force-funded shipments.

11.1.1.5.1. If indebtedness is **sustained**, prepare a letter to the servicing FSO or DFAS. State the debt is upheld and collection is in order.

11.1.1.5.2. If indebtedness is **adjusted**, prepare a letter explaining the reason for the adjustment, attach a new DD Form 139 and forward to the servicing FSO or DFAS for appropriate action.

11.1.1.5.3. If indebtedness is **canceled**, prepare a letter canceling the DD Form 139 and forward to the servicing FSO or DFAS for appropriate action.

11.1.1.6. Recover unearned transportation charges when a member's property is lost or irreparably damaged and full replacement value protection is not paid by the TSP. Air Force Claims Service Center (AFCSC) officers mail copies of appropriate forms for all validated claims to PPA HQ/ECAF, which determines the weight of these items and computes the charges to be recovered from the TSPs (the TSP is not entitled to transportation charges paid on that part of the shipment). PPA HQ/ECAF will utilize electronic systems such as but not limited to, Syncada and the Defense Personal Property System (DPS) to acquire claims data.

#### **11.2. Origin Transportation Officer (TO) Responsibilities: Part I: Members/Employees in Pay Status**

11.2.1. Identify in DPS "Paying Officer Review" for members/employees remaining in a pay status when excess costs could incur as a result of the member requesting higher cost mode, special services, excess weight, excess mileage, etc. **(T-0)**

11.2.2. Air Force policy provides automatic TP-2 approval for a member's/employee's inter-theater shipment. Counsel members/employees regarding the EXTREME HIGH COST of

TP-2 movement in the event of excess weight and allow them the option of the cheaper surface movement. *THIS OPTION MUST BE MADE BEFORE THE SHIPMENT DEPARTS FROM ORIGIN. (T-0)*

## **Part II: Members/Employees in Non-Pay Status:**

11.2.3. Determine in advance that the member/employee is willing to be financially responsible for all excess costs to effect movement. Advise the member that excess costs are to be paid at origin. However, shipment is not routinely placed into SIT at origin pending payment. Advise the member/employee that the debt will be turned over to DFAS for out-of-service collection if payment is not made prior to delivery. Advise the service member to contact the (J)PPSO the day following pickup to determine if excess costs are due.

11.2.4. Computing the excess cost. Prepare DD Form 1131, Cash Collection Voucher. Include the appropriate accounting classification and excess cost computation. Place the case file in suspense pending verification that charges have been paid. Advise the member/employee to provide the FSO the DD Form 1131, copy of the DD Form 1299, and applicable special order, along with cash, certified cashier's check, money order, traveler's checks, or bank draft made payable to "Treasurer of the United States" to cover the excess cost. Any combination of the above, in a total amount equal to the computed excess cost, is acceptable.

11.2.5. Instruct the member/employee to return a copy of DD Form 1131 reflecting voucher number, date, and amount collected to the (J)PPSO.

11.2.6. Annotate the original GBL/BL or procurement document ordering the services with the voucher number, date, and amount collected. If the original documents cannot be annotated, issue a SF 1200, Government Bill of Lading Correction Notice, stating the above information.

11.2.7. If excess charges are discovered after a shipment departs origin, the origin (J)PPSO issues an SF 1200, stating excess costs were not collected at origin. Contact the destination (J)PPSO and have them attempt to make collection prior to delivery. Forward a copy to PPA HQ/ECAF. ECAF will ensure billing is correct and excess cost has been collected.

11.2.7.1. Contractual document must be annotated to reflect that the member is in an "excess cost status." Every attempt should be made to collect excess costs in advance from members not in a pay status (i.e. separatees); however, if the member is financially unable to make payment the shipment will be delivered and documents forwarded to PPA HQ/ECAF, 2261 Hughes Ave, Ste 159, San Antonio TX 78236-9857, email: [hqppa.ecaf-adj@us.af.mil](mailto:hqppa.ecaf-adj@us.af.mil), fax: (210) 321-4262 to initiate out of service collection.

11.2.8. Explain to members in a NON-PAY status that they should contact the destination PPPO/PPSO for assistance with excess cost rebuttals.

## **11.3. Destination Transportation Officer (TO) Responsibilities:**

11.3.1. Notify the member/employee of excess cost and attempt to collect excess charges prior to final delivery. If collection action is unsuccessful, issue a SF Form 1200 indicating excess charges were not collected and that paying officer review is required. Provide a copy to PPA HQ/ECAF who then initiates Out-of-Service collection action.

**Note:** Property is to be delivered even if the member/employee is no longer in a pay status. **(T-0)**

11.3.2. Counsel the member/employee concerning "*acceptable evidence*" to support excess cost rebuttals. The following situations are generally not acceptable as evidence to provide a lawful basis for adjustments or elimination; Member/employee states or alleges that: the contractor, TSP, or personal property counselor estimated the weight below the authorized weight allowance; miscounseling; TSP over packed the shipment; weights were not properly obtained; weight authorization for non-availability of TA-414 items (Government-owned furnishings) was insufficient to compensate for weight of items purchased; shipments were not reweighed; previous shipment of the same property was not overweight: no prior advice or notice that an overweight condition existed; TSP did not list or separately identify and weigh PBP&E; or advice of excess cost was not received within a reasonable time.

**Note:** The above situations are not all inclusive; members/employees are not prohibited from submitting a rebuttal under any circumstances. **(T-0)**

11.3.3. Advise the servicing FSO of the rebuttal action with a copy of the transmittal letter of rebuttal sent to PPA HQ/ECAF. **(T-0)**

11.3.4. Determine and state which shipments were reweighed and provide legible reweigh documentation. **(T-1)**

11.3.5. State the total number of shipments received and identify destination services (i.e., temporary storage, warehouse handling, drayage, etc.). **(T-1)**

11.3.6. Furnish the complete case file including local and self-procured moves to PPA HQ/ECAF. Include the servicing PPPO/PPSO response to the member's/employee's allegations. **(T-1)**

11.3.7. State if collection was made for any other contractual service. If so, provide a copy of the applicable DD Form 1131. If collection was not made, do not issue a DD Form 139 incident to the rebuttal action. Provide PPA HQ/ECAF the rates upon which collection should have been made. **(T-1)**

11.3.8. Determine if rebuttal is based on missing or irreparably damaged items. Confirm if missing items were subsequently located and delivered or if a claim was filed and paid. If items were not located or were irreparably damaged, provide copies of adjudicated claims settlement documentation (i.e., DD Form 1844, adjudicated claims analysis chart, adjudicated claims summary) reflecting payment for those items. **(T-1)**

11.3.9. Forward the complete rebuttal file to PPA HQ/ECAF. Forward rebuttal cases for separated or retired members/employees to DFAS who will, in turn, forward cases to PPA HQ/ECAF.

**Note:** When the destination PPPO is serviced by a (J)PPSO, the rebuttal file will be sent to PPA HQ/ECAF or DFAS through the (J)PPSO. **(T-1)**

11.3.10. When the suspense date on the FSO letter cannot be met, the (J)PPSO or member/employee may request an extension from the FSO.

#### **11.4. Member/Employee Responsibilities:**

11.4.1. A member/employee presenting a rebuttal to an excess-cost charge for shipment/storage of personal property or a privately owned vehicle (POV) must:

11.4.2. Contact the destination (J)PPSO/PPPO for proper counseling on rebuttal procedures.

11.4.3. Prepare a letter stating all reasons for the rebuttal. Include copies of ALL applicable orders (front and back).

11.4.4. Provide legible copies of the inventories if the allegations are based on PBP&E.

11.4.5. Provide copy of adjudicated claims settlement documents, if allegations are based on missing or irreparably damaged items.

**11.5. Excess Cost Processing and Rebuttal Procedures Upon Identification of Indebtedness by PPA HQ/ECAF or (J)PPSO:**

11.5.1. The servicing FSO complies with procedures in DFAS DEM 7073-1, Volume 1.

11.5.2. The FSO or DFAS effects collection if the member/employee agrees with the excess cost computation. If the member/employee does not agree, comply with processing procedures in 11.2.1 through 11.3.10.

**11.6. Air Force Board for Correction of Military Records (BCMR) Procedures.** The BCMR has authority to correct any element of a military record, including the facts supporting any type of indebtedness. It applies to members or former members and dependents or heirs of deceased members. It recognizes the right to appeal cases if they think an error or injustice has been committed. The individual completes and submits a DD Form 149, Application for Correction of Military Records, Under the Provisions of Title 10, US Code, Section 1552.

11.6.1. Before BCMR action involving excess costs can occur, the member must appeal the case by filing a rebuttal with PPA HQ/ECAF. A copy of the final adjudication from PPA HQ/ECAF must support the BCMR application.

11.6.2. Members on active duty must file for remission (cancellation) of the debt BEFORE SUBMITTING FOR BCMR. The remission request must be sent to DFAS through the local FSO. A copy of the response from DFAS must accompany the BCMR application.

11.6.3. If a BCMR request is granted, PPA HQ/ECAF takes the necessary action to modify or terminate the indebtedness.

## Chapter 12

### PERSONALLY PROCURED MOVEMENT OF HOUSEHOLD GOODS

**12.1. Introduction to Personally Procured Moves (PPM).** The personally procured method of HHG transportation is available to active duty, retired or separated members, and the next of kin of a deceased member. The personally procured method allows members to personally procure HHG transportation and/or NTS when they have an entitlement to ship or store HHG in connection with a PCS move, special storage, local move, etc. A member can use any privately owned vehicle, direct hire and/or rental of a conveyance (with or without operator) to move HHG. Under no circumstances is the use of a Government owned and/or leased vehicle authorized for use. This method allows members to personally procure transportation and/or NTS of HHG for either:

12.1.1. Reimbursement of actual cost incurred when Government transportation is not available and directed by the Transportation Officer to personally procure transportation for weight moved up to the member's maximum authorized weight allowance,

12.1.2. Reimbursement of authorized expenses incurred not to exceed the Government Constructed Cost (GCC) for weight moved up to the member's maximum authorized weight allowance, or

12.1.3. A monetary allowance equal to 95% of the GCC for weight moved up to the members maximum authorized weight allowance.

12.1.4. **Note:** If the member's authorized expense incurred exceeds the monetary allowance equal to 95% of the GCC, the counselor recreates/reimburses the PPM in accordance with 12.1.2, not to exceed 100% of the GCC.

**12.2. Personally Procured Move Procedures.** The PPPO/PPSO provides members information on the methods and procedures for performing a personally procured move. They advise members that he/she may choose one or a combination of the methods below, either alone or in conjunction with a Government arranged move. The (J)PPSO will prepare a Letter of Non-Availability or PPPO/PPSO will prepare a DD Form 2278, whichever is applicable. (Figure 12.1)

Include AF Form 2473 for a PPM under a retirement order.

12.2.1. **(5210-D4)** Government Procured HHG Transportation and/or NTS Not Available.

12.2.1.1. **(5210-D4a)** A member who is directed in writing by (J)PPSO to personally procure transportation, and/or NTS of HHG because (J)PPSO is unable to procure Government contractual services (GBL, DPM, etc.) is authorized reimbursement of actual costs for shipment/storage up to the member's maximum authorized HHG weight allowance.

12.2.1.2. When Government transportation of HHG/NTS cannot be procured to honor a member's primary or alternate property movement dates due to TSP capacity constraints (e.g. blackout dates, saturation, or otherwise unavailable to perform the move), (J)PPSO will notify PPA HQ/MAJCOM of its inability to accommodate the member's request. PPA HQ will track all requests for actual cost reimbursement and notify AF/A4LR to ensure systemic challenges are addressed.

12.2.1.3. (J)PPSO will notify the member and responsible PPPO immediately directing the member to personally procure transportation and/or NTS of HHG. (J)PPSO will generate and provide a Non-Availability Letter (Figure 12.1) to the member authorizing personal procurement for Actual Cost Reimbursement and PPPO will generate a DD Form 2278 under JTR, par. 5210-D4.

12.2.1.4. This method can be extremely costly and only be applied in circumstances where no transportation services are available.

12.2.1.5. Advance Authorization. The member may be provided an advanced operating allowance equal to the constructed expenses for transportation (JTR, 5196-1) to ship the member's HHG not to exceed the member's JTR weight allowance. The member must provide a copy of the carrier's estimated expenses to the PPPO/PPSO.

12.2.1.6. **(5206-K)** Special Routing and Services. Any special routing and services requested under this section *are not* included as part of the actual cost and are not reimbursable.

12.2.2. **(5210-D5)** Government-procured Transportation and/or NTS Available. The GCC includes all authorized charges that would have been used to procure Government contractual services outlined in the applicable SDDC tender, DPM contract or NTS Tender of Service (TOS) at point of origin. For local moves the PPSO/PPPO uses the applicable local move contract rate. The PPSO/PPPO issues a DD Form 2278.

12.2.2.1. **(5210-D5a)** Actual Cost Reimbursement. A member who desires to personally procure transportation or NTS of HHG is authorized reimbursement of authorized expenses incurred, not to exceed the GCC for actual weight moved up to the member's maximum authorized weight allowance. Payment of accessorial charges may be approved when charges would have been authorized during a Government-arranged move and all applicable tariff approval rules have been met. The cost of accessorial services does not apply to the calculation of the GCC. Payment of an accessorial is in addition to the authorized reimbursable expenses under the provisions of JTR, par. 5210-D5a.

12.2.2.1.1. Advance Authorized. The member may be provided an advanced operating allowance equal to 60% of the GCC based on an estimated weight provided by the member not to exceed the member's weight allowance. When the member provides a copy of the carrier's invoice or estimated expenses exceeding 95% of the GCC, the member may be provided an advanced operating allowance equal to the constructed expenses, not to exceed 100% of the GCC (JTR, par. 5196-2).

12.2.2.2. **(5210-D5b)** Payment of Monetary Allowance. A member who desires to personally procure transportation and/or NTS of HHG may choose to receive a monetary allowance equal to 95% of the GCC for actual weight moved up to the member's maximum authorized weight allowance. Payment of accessorial services is not authorized.

12.2.2.2.1. Advance Authorized. The member may be provided an advanced operating allowance equal to 60% of the monetary allowance (95% of the GCC) based on an estimated weight provided by the member not to exceed the member's weight allowance. (JTR, 5196-3)



12.2.2.3. **(5210-D5c)** Use of Mail or Small Package Service. The JTR limits reimbursement to authorized expenses incurred not to exceed the GCC for the actual weight of HHG transported but not to exceed the member's weight allowance. Payment of monetary allowance is not authorized. The GCC is computed in accordance with JTR, par. 5210-D9.

12.2.2.4. **(5210-D5d)** Temporary Storage. The JTR limits temporary storage reimbursement to authorized expenses incurred not to exceed the GCC for actual weight stored but not to exceed the member's JTR weight allowance.

12.2.2.4.1. The member may make arrangements for temporary storage, not to exceed 90 days. If additional storage is required, the member may request approval of an additional 90 days storage reimbursement from the PPPO/PPSO. If approved, the PPPO/PPSO must document the approval using DD Form 1857 in 90-day increments IAW established SIT criteria outlined in the JTR, Air Force Supplement to the JTR and the DTR, Part IV. The PPPO/PPSO may assist the member in arranging for temporary storage if requested by the member by putting property in SIT at Government expense and paying for storage/delivery using invoicing procedures (purchase agreement). Storage facilities authorized for use in the temporary storage of HHG consist of commercial warehouses or self-storage facilities where the general public may store property. Storage in a private residence or garage or on a private lot does not constitute storage at a commercial facility.

12.2.2.4.2. Temporary storage reimbursement is limited to the first day and each additional day of SIT. A member may be reimbursed for warehouse handling and delivery out provided receipts shows services were performed.

12.2.2.4.3. In order to qualify for temporary storage reimbursement, the household goods must be physically removed from the vehicle and placed into a commercial warehouse if a commercial carrier was used to transport the property. Documentation containing the name and address of the commercial facility must be submitted accompanied by an invoice. SIT is not reimbursed for a member who negotiates a direct delivery with a commercial company, and the commercial company elects to hold the household goods on a vehicle at a residence or other location. For personally procured moves using portable moving and storage containers, the household goods do not need to be removed from the container. However, temporary storage will only be reimbursed when the container is stored at the company's storage center/facility not at the member's origin or destination residence. In addition, some portable moving and storage container companies advertise an initial period of storage at no extra charge to the member. In those instances, temporary storage at the company's storage center during this "no extra charge" period will not be reimbursed.

12.2.2.4.4. A member is authorized to extend rental vehicle contracts in lieu of SIT to facilitate direct delivery to residence. Reimbursement is on an actual cost basis and no monetary allowance payment is authorized. Use 400NG, Item 185B (Destination) only, to reimburse SIT on a rental vehicle. (Items 185A-SIT 1<sup>st</sup> Day, 210A-SIT Pup/Del, and 225A-P/D Self/Mini Storage do not apply.)

**12.3. (5212) Non-Temporary Storage.** Storage facilities authorized for use in the long-term storage of HHG consist of commercial warehouses or self-storage facilities where the general

public may store property. Storage in a private residence or garage or on a private lot does not constitute storage at a commercial facility.

12.3.1. The PPPO/PPSO must use the lowest applicable rates contained in the current NTS TOS to determine the GCC (packing, handling in, drayage in, storage, handling out, and drayage out).

12.3.2. Members can obtain an advanced operating allowance under 12.2.2.1.1. or 12.2.2.2.1. (packing, handling in, drayage in, and storage rates apply).

12.3.3. Members can receive reimbursement/monetary allowance for the initial storage under 12.2.2.1. or 12.2.2.2. (packing, handling in, drayage in, and storage rates apply).

12.3.4. Member can receive reimbursement/monetary allowance quarterly (storage rates apply) or at the end of the authorized storage period (packing, handling in, drayage in, storage, handling out, and drayage out rates apply) under 12.2.2.1. or 12.2.2.2..

**Note:** If the member received reimbursement/monetary allowance for the initial storage, packing, handling in, and drayage in these rates do not apply when finalizing payment.

12.3.4.1. The member must submit paid storage receipts to the nearest PPPO/PPSO identifying the monthly storage rate.

12.3.4.2. The PPPO/PPSO computes the storage charges using the monthly storage rate times the number of months paid by the member.

12.3.4.3. PPPO/PPSO completes by determining the reimbursable or monetary allowance amount.

12.3.5. **(4565-B2)** TDY/Deployment for 90 or More Days. A member is authorized to self-procured storage under this paragraph. Reimbursement/monetary allowance is based on the methods reflected in paragraphs 12.1.1, 12.1.2, or 12.1.3.

**12.4. Counseling.** It is imperative that members, in receipt of orders, obtain counseling/authorization for their moves. Opportunities exist for the member to be counseled in preparation for a personally procured move either in person at a PPPO/PPSO, or using the website at <http://www.move.mil>.

12.4.1. PPPO/PPSO completes the DD Form 2278 but not the certification section using applicable rates outlined in the applicable SDDC tender, DPM contract or NTS Tender of Service (TOS) at point of origin. For local moves the PPSO/PPPO uses the applicable local move contract rate.

12.4.1.1. PPPO/PPSO prepares two DD Form 2278s for a round-trip TDY.

12.4.1.2. PPPO/PPSO prepares the applicable number of DD Form 2278s for a TDY en-route.

12.4.2. PPPO/PPSO advises the member that their reimbursement and/or monetary allowance estimated computation is based on the estimated weight provided by the member and the 'Best Value' methodology for the channel.

12.4.3. PPPO/PPSO advises the member where to find Government and commercial scales.

12.4.4. PPPO/PPSO informs the member that acceptable tare and gross weight tickets, as described in paragraph 12.13.1, must be submitted for final processing of reimbursement and/or monetary allowance payment.

12.4.4.1. PPPO/PPSO informs the member that separate weight tickets are required for each segment of their TDY, to include the tare weight ticket.

12.4.5. PPPO/PPSO briefs the member that he/she is subject to excess cost for all transportation costs arising from the situations listed in JTR, par. 5206.

12.4.6. PPPO/PPSO advises the member that reimbursement and/or monetary allowance is based on the remaining balance of the member's JTR weight allowance when multiple shipments are involved. The PPPO/PPSO must wait until Government-arranged shipments are delivered and the actual weight is known prior to closing out a PPM.

12.4.7. PPPO/PPSO advises the member that FSO pursues' collection action to recover any advanced operating allowance received if all requirements have not been completed.

12.4.8. PPPO/PPSO advises the member on the types of vehicles and equipment authorized for moving their property and which are classified as HHG.

12.4.9. PPPO/PPSO advises the member that he/she is responsible for coordinating SIT and payment directly with the company. The member may later request reimbursement, not to exceed 90 days.

12.4.9.1. If additional storage is required, the member may request approval of an additional 90 days storage reimbursement from the Transportation Officer or designated representative. (see 12.2.2.4.1.).

12.4.9.2. Advise the member that prior to reimbursing for temporary storage, the circumstances must meet the intent for normal approval of SIT for a Government-arranged move. For example, the Government typically does not reimburse for temporary storage en-route except under extreme circumstances such as a member receiving notice of a reassignment.

12.4.10. PPPO/PPSO advises the member of Insurance Coverage (see 12.7).

12.4.11. PPPO/PPSO advises the member for shipments releasing from commercial contracted NTS facilities, a legible copy of the storage contractor's inventory must be used by the member to check for loss or damage. If damage exists or if an item is missing, a DD Form 1840, Joint Statement of Loss or Damage at Delivery, is prepared. Both parties (member and warehouseman) must sign and date the DD Form 1840, each retaining a legible copy for their respective files. If there is no indication of loss or damage at the pick-up point (i.e., no DD Form 1840 initiated), the member assumes all responsibility for loss or damage.

**12.5. Vehicles and Equipment.** There are no restrictions as to the type of POV or equipment used, however, use of privately owned airplanes is not authorized under this program.

12.5.1. A member who uses a personally owned utility trailer may include the weight of the utility trailer once in the net weight only if the trailer meets the definition of a utility trailer in the JTR, Appendix A, Part 1, Household Goods, A.4.

12.5.1.1. Associated trailers, as defined in the JTR, Appendix A, Part 1, Household Goods, A.4, constitute HHG and the weight may be included in the net weight.

12.5.1.2. The member or member's dependent must own the trailer prior to the effective date of the PCS or TDY order.

12.5.2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles do not constitute as HHG and the weight cannot be included.

12.5.3. The weight of a personally owned car-top carrier that would be accepted for shipment by a TSP may be included. However, the weight of a rented or borrowed car-top carrier cannot be included.

12.5.4. The weight of a camper or POV with a previously installed camper shell, built-in HHG and any other previously installed equipment is to be included only in the tare weight ticket.

12.5.5. Tare weight is defined as the weight of the POV and/or rental equipment with all pads, furniture dollies, hand trucks, ramps, and other equipment required to transport HHG.

12.5.5.1. If driver and/or passengers are in the vehicle at the time of tare weighing, they must be in the vehicle at the time of gross weighing.

**12.6. Shipment Weight.** Weight tickets that do not contain all increments of data in accordance with 12.11.1, but appear valid and reflect the actual weight moved, must be processed for a monetary allowance when verified by the PPPO/PPSO.

12.6.1. Transportation Officer may authorize/approve the use of a constructed weight prior to the performance of the personally procured move when circumstances listed in JTR, par. 5210-D6b, apply. When PPSO/PPPO operations are contracted, the Functional Director or Quality Assurance Evaluator (QAE)(Government personnel) having oversight of the contracted operations must certify use of a constructed weight. For example:

12.6.1.1. Government move would be paid on the basis of a factor other than weight.

12.6.1.2. Scales are not available. (i.e., to/from/between Government quarters)

12.6.1.3. Public and Government scales are closed because of time of day or holiday.

12.6.2. Prior to approving the use of a constructed weight for shipments described above, PPPO/PPSO must obtain a properly completed inventory of property. (*PPPO/PPSO may use and print from the weight estimator from <http://www.move.mil>*) This establishes constructed weight

*BEFORE* the move is performed. The PPPO/PPSO certifies the inventory to ensure all items listed qualify as HHG and that calculations are correct. When PPSO/PPPO operations are contracted, the Functional Director or Quality Assurance Evaluator (QAE)(Government personnel) having oversight of the contracted operations must certify use of constructed weights.

12.6.3. In other cases when a member did not obtain weight tickets the PPPO/PPSO may authorize/approve the use of a constructed weight. Reimbursement is limited to authorized expenses incurred not to exceed the GCC for the constructed weight of HHG transported but not to exceed the member's JTR weight allowance. Monetary allowance option is not authorized for personally procured shipments without weight tickets. The following documentation is required:

12.6.3.1. Weight estimator must be signed by the member with the following statement: "I certify the listed property was transported during the move."

12.6.3.2. Weight estimator must be certified by the PPPO/PPSO. When PPSO/PPPO operations are contracted, the Functional Director or Quality Assurance Evaluator (QAE)(Government personnel) having oversight of the contracted operations must certify use of constructed weights.

12.6.3.3. A letter, from the member, explaining the reason weight tickets were not obtained.

12.6.3.4. A copy of the DD Form 2278.

12.6.3.5. A legible copy of applicable travel orders, including any amendments.

12.6.3.6. A legible copy of the vehicle rental contract, if applicable.

12.6.4. If a member includes PBP&E (JTR, Chapter 5, Part A, Section 5, Subsection g), a detailed list must be provided to the PPPO/PPSO at the time of counseling. Previous estimates, inventories or lists are not acceptable. This list must be authorized/approved by the Transportation Officer or designated representative using the cubic foot method. *PPPO/PPSO may use and print from the on-line weight estimator at the [www.move.mil](http://www.move.mil) web site to calculate PBP&E weight.* Attach a copy of the approved list to the DD Form 2278 and retain a copy in member's case file.

12.6.4.1. PBP&E list must contain property as defined in JTR, Appendix A Part 1 for member and member's spouse.

12.6.4.2. PBP&E is computed at 7 pounds per cubic foot.

12.6.4.3. The list or weight estimator establishes the PBP&E weight to be added to the member's JTR weight allowance only. The PPSO/PPPO will compute the estimated GCC based on a member's estimated weight to include PBP&E.

12.6.4.4. Members are not required to obtain separate weight tickets for their PBP&E.

12.6.4.5. If a member exceeds their JTR weight allowance and has approved PBP&E weight, reimbursement and/or monetary allowance is based on their JTR weight allowance plus the approved PBP&E weight.

**12.7. Insurance Coverage.** The PPPO/PPSO advises members of their rights to file claims with the Government for loss or damage under the Military Personnel and Civilian Employees' Claims Act (Title 31 U.S.C. sections 3701 and 3721). Claims are generally paid for those damages incurred due to circumstances beyond a member's control (vehicle accidents, leakage, fires, or thefts in which the member is free of negligence). Members may want to consider buying private insurance to cover HHG being transported if they believe the basic valuation coverage by the Government (\$40,000.00) is not enough to cover the value of their property. This added protection may be especially important if the member is moving items for which the Government may pay limited maximum amounts if lost or damaged. Cost of insurance or, additional insurance, for shipment or storage is not reimbursable. Members should contact the Air Force Claims Service Center for information on maximum amounts.

12.7.1. The PPPO/PPSO advises members who plan to use a trailer for a personally procured move to check their automobile insurance policy to determine if they are properly covered in

case of loss or damage. Some automobile insurance companies may extend coverage when trailers are towed behind a POV; others may not. The member must procure additional insurance if required. The Government does not reimburse insurance cost.

12.7.2. The PPPO/PPSO advises members that if they are involved in accidents, the other parties may file claims against the members or their insurance companies. In such cases, the law of the state where the accident occurs determines liability.

12.7.2.1. Some courts have determined that members operating privately owned or rented vehicles on change-of-station moves are not acting within the scope of their employment. Thus, they may not be protected by the Federal Tort Claims Act, Title 28 U.S.C. §2679(b). As a result, members may be held personally liable if they have inadequate insurance coverage to satisfy all damage and third-party injury claims or lawsuits resulting from an accident.

12.7.2.2. If a member is involved in an accident, he or she should notify the staff judge advocate at the nearest military base about the accident as soon as possible.

**12.8. Personally Procured Moves OCONUS.** A member may personally procure HHG shipment services to and from OCONUS. However, the PPPO/PPSO should advise the member that if choosing to personally procure transportation of HHG to an OCONUS area, that he/she is entirely responsible for all issues related to the Status Of Forces Agreement (SOFA), import/export processes, tariffs, customs, etc. *PPSO/PPPOs SHOULD DISCOURAGE THIS UNLESS THE MEMBER IS THOROUGHLY FAMILIAR WITH INTERNATIONAL REQUIREMENTS.*

12.8.1. PPM shipments to OCONUS locations will be closed out by destinations with DPS capability; otherwise, it will be completed by origin PPSO/PPPO.

**12.9. Unauthorized Items.** See JTR, Appendix A, Part 1 for definition of HHG.

12.9.1. If a member chooses to move unauthorized/hazardous items with their personally procured shipment, they may do so as long as the weight of unauthorized/hazardous items are not included in the net weight of the authorized items contained within the shipment.

12.9.2. A member who includes unauthorized/hazardous items in the weight of their personally procured move forfeits their monetary allowance or reimbursement and their case file will be turned over to appropriate authorities for review.

**12.10. Combined Shipment – Military Married to Military.** A husband and wife who are both military members may ship or store their combined JTR authorized weight allowance. A copy of each member's order is required.

12.10.1. PPPO/PPSO prepare one DD Form 2278 using the senior member's profile and the senior member's order. Additionally attach a copy of spouse's travel order and have both members sign the DD Form 2278.

12.10.2. PPPO/PPSO uses the Combined PPM (Mil-Mil) Tool to prepare the Advanced Operating Allowance (AOA) and reimbursement or payment letter for each member.

12.10.2.1. PPSO/PPPO authorizes each member an AOA based on the combined estimated weight. Each member receives a proportionate amount based on their weight allowance.

12.10.2.2. PPSO/PPPO authorizes each member reimbursement or payment based on the combined actual weight moved, but not to exceed the combined JTR authorized weight allowance. Each member receives a proportionate amount based on their weight allowance.

## **12.11. Member Responsibilities.**

**12.11.1. Members must obtain weight tickets for all personally procured moves, regardless of weight allowance.** Weight tickets must include the following:

12.11.1.1. Complete name and location of the scale.

12.11.1.2. Date of each weighing.

12.11.1.3. Identification of weight entries as tare, gross, or net weights.

12.11.1.4. Company or carrier identification of the vehicle or license number of POV required.

12.11.1.5. Member's name and last 4 of SSN.

12.11.1.6. Axle scale weights are permitted when local or state law does not otherwise restrict them.

12.11.1.7. Members must obtain weight tickets at certified Government, commercial or public scales.

12.11.2. Complete the DD Form 1351-2.

12.11.3. Complete the Personally Procured Move Checklist and Certification of Expenses.

**12.12. Personally Procured Transportation and/or NTS of HHG without Prior Approval.** Transportation officers may authorize payment of monetary allowance when an event beyond a member's control prevents prior approval and issuance of DD Form 2278. The member must have accomplished all other aspects of the personally procured move procedures [i.e., obtained necessary weight tickets or qualified for constructed weight (see 12.6.2)]; and possessed a valid authority (special order or funded housing assignment/termination authorization) prior to accomplishing the move (see 12.4). Reimbursement of actual expenses incurred may be authorized when a member does not obtain weight tickets.

12.12.1. When a member did not obtain necessary weight tickets, the use of a constructed weight must be authorized and certified by the PPSO/PPPO. When PPSO/PPPO operations are contracted, the Functional Director or Quality Assurance Evaluator (QAE) (Government personnel) having oversight of the contracted operations must certify use of a constructed weight. Reimbursement is limited to authorized expenses incurred not to exceed the GCC for the constructed weight of HHG transported but not to exceed the member's weight allowance. Monetary allowance is not authorized for personally procured shipments without weight tickets.

12.12.2. Questionable cases may be forwarded to PPA HQ for review and appropriate action.

**12.13. Final Settlement/PPM Closeout.** Operating expense receipts are not required for submission to finalize settlement of a personally procured move unless the expenses exceed the

incentive. It is the member's responsibility to retain moving expense records IAW IRS regulations.

12.13.1. In the event the PPM is performed in conjunction with a Government-arranged move, PPPO/PPSO must suspense the final PPM closeout until all Government-arranged move(s) have been delivered and the actual weight is known in order to prevent overpayment of the PPM. The PPPO/PPSO shall adjust the final weight on the PPM to the actual weight moved or remaining weight after the Government-arranged move(s) are subtracted from the maximum JTR weight allowance.

12.13.1.1. When a PPM is performed to a TDY en route location authorized on PCS order, the PPSO/PPPO at the TDY location will close out the PPM.

12.13.2. For members who separate/retire, the origin PPSO/PPPOs must process PPM documentation for final payment when acceptable weight tickets and documentation are received from the member.

12.13.3. For active duty personnel, the destination PPSO/PPPO prepares and processes PPM documentation for final payment when acceptable weight tickets and documentation are turned in by the member.

12.13.4. If a member makes a local-vicinity or NTS move, within or outside CONUS, the PPPO/PPSO uses the rate specified in the local contract or NTS TOS times the actual weight or member's remaining weight allowance, whichever is less. *EXCEPTION:* Moves made incident to JTR, pars. 5262, 5264-A, 5264-B, 5222-A and 5222-E are authorized without regard to the member's prescribed weight allowance.

12.13.5. The member must submit the following:

DD Form 2278, Application for Do It Yourself Move and Counseling Checklist

Personally Procured Move Checklist and Certification of Expenses

DD Form 1351-2 Travel Voucher

Legible copy of order and any amendments

Copy of Letter of Non-Availability from (J)PPSO if applicable

Legible copy of weight tickets or weight estimator if constructive weight is approved. Legible copy of rental contract if applicable

Legible copy of registration for trailer, if applicable

Legible copy of receipts/invoice - Original receipts to be held by member for income tax purposes.

Documentation containing the name and address of the commercial storage facility to support request for SIT/NTS reimbursement.



12.13.6. PPPO/PPSO will close out, certify and forward required documents to the FSO.

12.13.7. The certifying PPPO/PPSO will upload the member's entire case file, to the appropriate online database (i.e., Consolidated Personal Property Portal-CPPPo). If the PPPO/PPSO is not associated with an Air Force JPPSO, upload the case file to JPPSO-SC online database (i.e., CPPPo).

### **FIGURE 12.1**

#### **SAMPLE LETTER OF NON-AVAILABILITY**

#### **GOVERNMENT PROCURED TRANSPORTATION AND/OR NTS NOT AVAILABLE**

MEMORANDUM FOR (MEMBER'S NAME)

PPPO/PPSO

FINANCIAL SERVICES OFFICE

FROM: (JPPSO)

SUBJECT: Government Procured Transportation and/or NTS Not Available

1. Members' Name, Rank, Social Security Number, and Branch of Service.
2. Authorized movement from \_\_\_\_\_ to \_\_\_\_\_.
3. Members maximum authorized weight allowance is \_\_\_\_\_. Previous shipment under this order YES/NO. (If yes, list all previous shipments to include origin area and estimated weight. Identify the member's remaining authorized weight.)
4. An advance payment of a monetary allowance equal to the carrier's written estimate is authorized per JTR, par. 5196, item 1. If authorized JTR weight allowance is exceeded, member will be liable for the excess costs associated with the shipment and/or storage of the excess weight.
5. Recommend member purchase carrier liability not less than \$4.00 multiplied by the net weight of the shipment or storage. File claims for loss and damage directly with the carrier.
6. Storage-In-Transit (SIT) is authorized up to 90 days. If an additional 90 days is required, it must be authorized (in advance) by the PPSO/PPPO for member to be reimbursed for it.
7. Member is authorized reimbursement of all charges associated with move including SIT up to maximum JTR weight allowance.
8. Final settlement requires:
  - DD Form 2278, Application for Do It Yourself Move and Counseling Checklist
  - Personally Procured Move Checklist and Certification of Expenses
  - DD Form 1351-2 Travel Voucher
  - Copy of order and any amendments
  - Copy of Government Procured Transportation and/or NTS Not Available Letter

Copy of weight tickets or weight estimator if constructive weight is approved.

Copy of rental contract if applicable

Copy of registration for trailer, if applicable

Copy of receipts - Original receipts to be held by member for income tax purposes

Signature Block of Transportation Officer

## Chapter 13

### DOD CIVILIAN EMPLOYEE RELOCATION ALLOWANCES

**13.1. (5630) Authorized Transportation.** A civilian employee who is authorized a move at Government expense is authorized HHG transportation and NTS of HHG may be authorized in lieu of HHG transportation when assigned to certain locations if eligible. The prescribed worldwide maximum HHG weight allowance that may be transported (and/or stored ICW transportation) is 18,000 pounds, net weight for each employee.

13.1.1. Uncrated or van line HHG Shipment. For uncrated or van line shipments, a 2,000 pound allowances is added to the 18,000 net weight HHG allowance to cover packing materials.

13.1.2. (5652) Excess Charges. The employee is financially responsible for all transportation costs as the result of excess HHG weight allowance, alternate HHG transportation locations, articles transported that are not authorized HHG (APP, Household Goods), special services requested by the employee, and transportation related costs caused by the employee's negligence.

### **13.2. (5686) Professional Books, Papers, and Equipment (PBP&E) Shipment.**

13.2.1. Policy. The exact weight of approved professional items cannot be determined until weighed at time of pickup by a TSP or contractor.

13.2.2. Conditions. The employee furnishes an itemized inventory of the PBP&E items to the authorizing official at the new PDS. That official certifies the inventory, adds the correct appropriation, and returns it to the employee. This appropriation can be obtained from the gaining civilian personnel office and/or the local FSO. The employee furnishes the certification to the PPPO/PPSO to be made a part of the shipment file. This supports any future disagreement or rebuttal of excess cost. If a rebuttal is based on incorrect PBP&E weights, copies of these documents must accompany the rebuttal to PPA HQ/ECAF.

13.2.4. (5632) Re-transportation of the Same HHG. Re-transportation of the same HHG for eligible civilian employee requires authorization/approval of the responsible Headquarters of the DoD Service/Agency concerned.

13.2.5. (5656) Transportation Methods. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.

### **13.3. (5656-B) Unaccompanied Baggage.**

13.3.1. (5656-B1) General. Arrangements for shipment of unaccompanied baggage should be made as soon as possible to minimize the requirement for expedited movement. This applies when permanent duty travel is involved. Stateside shipments of unaccompanied baggage may be included in the HHG shipment and treated as a partial delivery or shipped separately. When included in employees' HHG shipment, unaccompanied baggage MUST

be identified at origin so the TSP can describe items on the inventory as "*designated items for extra pickup or delivery.*" The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense (see par. 5808-B).

13.3.2. **Note:** Additional costs are not considered in determining an employee's entitlement to GBL shipment versus commuted rate system (CRS) shipment.

13.3.3. **(5648) Administrative Restricted HHG Weight.** The typical administrative limited weight allowance is 4,500 pounds (25 percent of 18,000 net weight pounds) for a civilian employee. An allowance of up to 500 pounds in addition to the applicable authorized administrative weight is allowed for packing weight covering barrels, boxes, cartons and similar materials only. Consumable goods and/or PBP&E (administrative expense) transportation weight allowances are in addition to the administrative restricted HHG weight. See APP W for approved administrative weight allowance locations that may differ from the 4,500 pounds amount. Only administrative weight allowance locations listed in JTR, APP W are valid.

#### **13.4. (5666) Storage in Transit (SIT).**

13.4.1. **(5670 & 5672) Time Limitation. General.** SIT on stateside (CONUS) shipments should not exceed 60 days and 90 days on shipments to or from overseas (OCONUS) locations. Employees may request, in writing, an additional SIT period, NTE 90 days, from their Civilian Personnel Agency. SIT under no circumstances can exceed 150 days total for CONUS shipments and 180 days total for shipments to or from OCONUS locations. In very limited circumstances, SIT extension authority beyond the above days may be approved by PDTATAC staff IAW par. 5674.

13.4.2. **(5672-C) Justification.** In addition to amended orders providing funding for additional periods of SIT, the employee must provide justification to meet the criteria in JTR; otherwise, the shipment will be converted to member's expense.

#### **13.5. (5658 & 5660) Non-Temporary Storage (NTS)**

13.5.1. **Eligibility.** A civilian employee or new appointee who performs PCS to a designated isolated CONUS or OCONUS location is eligible for NTS of HHG.

#### **13.6. (5702) POV Transportation.**

13.6.1. **Eligibility.** Eligible traveler authorized POV transportation is a traveler transferred in the Government's interest, new appointee, or student trainee assigned to the first PDS. POV transportation at Government expense is limited to having a gross shipping size of not more than 20 measurement tons (800 cubic feet). The traveler is financial responsible for excess cost for oversize POV transportation.

13.6.2. **(5702) . OCONUS POV Transportation.** For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized to be transported at Government expense per the Agency/Service determination. The driver must be licensed and cited on the relocation travel order. The vehicle may not be shipped as PBP&E. The POV must be in operating order, legally titled and tagged for driving.

13.6.3. (5696) . CONUS POV Transportation. Within CONUS, an eligible traveler may be authorized to transport only the number of POVs equal to the number of people on the relocation order, who are licensed drivers limited to two POVs when relocating within CONUS (CONUS-CONUS) at Government expense per the Agency/Service determination. The distance that the POV is to be shipped must be 600 or more miles. A vehicle may not shipped as PBP&E.

### **13.7. (5744) . Mobile Home Transportation.**

13.7.1. (5746) . Eligibility. A mobile home acquired on before the effective date of the employee's TCS/PCS travel order may be moved at Government expense only if it will be used as the primary/permanent residence at the new PDS.

13.7.2. Responsibility. The employee is responsible for ensuring the mobile home body and chassis, including tires and tubes, have been placed in fit condition at the employee's expense and to the Government's/transporter's satisfaction to withstand transportation between the authorized locations indicated in par. 5750.

13.7.3. (5750-D) . Cost Limitations. Mobile home transportation is HHG weight allowance limit to 18,000 pounds between the old and new PDSs plus 90 days of HHG SIT. Any 'unused' mobile home transportation cost may not be used to ship HHG. Mobile home transportation to other locations by the employee is subject to excess cost.

13.7.4. (5754) . Personally Procured Commercial Transportation. An eligible traveler authorized mobile home allowances under par. 5746 may transport a mobile home at personal expense and be reimbursed for transportation cost NTE the amount determined by par. 5752.

13.7.5. (5756-F) . Mobile Home Towed by POC. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POC, an allowance of \$.11 is paid to cover the allowable transportation costs as a personally procured commercial transportation.

13.7.6. (5758) . Government-Procured Transportation. The Government may arrange the employee's mobile home transportation by commercial/Government means to/from to the authorized locations. The traveler is financial responsible for excess costs associated with mobile home transportation.

13.7.7. (5748) . Advance Payment. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured using a commercial carrier NTE the estimated amount allowable.

## Chapter 14

### PERSONAL PROPERTY QUALITY CONTROL

**14.1. Purpose:** The Quality Control (QC) function is critical to providing quality personal property movement for our customers (member/employee or their authorized agent) and will be organized to permit effective use of resources to meet this mission. The extent of the organization and development of the QC section in the Personal Property Shipping Office (PPSO)/Personal Property Processing Office (PPPO) depends on workload. The time spent traveling to/from inspection areas and between inspections must be weighed against the number of inspections that can be accomplished in a day. Transportation Officers (TO) with extensively large areas of responsibility should consider establishing a QC position physically located within the distant areas.

14.1.1. Standard: PPSO/PPPO will inspect 50 percent of all personal property shipments in their area of responsibility. Credit for an inspection will be taken on the pickup/delivery date only after the requirements are met for on-site inspections. Telephonic inspections are permitted when distance or unique circumstances warrant. Inspection credit will be limited to one, regardless of the number of times a shipment is visited during pack/pickup or delivery. Multiple visits are considered an integral part to a quality inspection.

**14.2. Inspector Qualification:** QC Inspectors should be drawn from the ranks of military (E4 and above) and/or civilian employees who have a broad background in traffic management 2T0X1 career fields. Inspectors should limit their relationship with local agents and adhere to the Code of Ethics for Government Service and the DoD 5500.7-R, The Joint Ethics Regulation. They must maintain a professional relationship at all times.

**14.3. Training:** TOs must ensure inspectors receive continuous formal/informal training in personal property and its associated automated systems. Many resident/nonresident courses, seminars, and workshops are offered by various federal agencies and commercial sources to meet this requirement.

**14.4. Preparation:** Refer to DTR Appendix P for QC inspector preparation.

#### **14.5. Inspection of a TSP's Facilities and Equipment.**

14.5.1. Previously Approved Facilities: Regional Storage Management Office (RSMO) may request inspection of TSP facilities and equipment.

14.5.2. General Inspection Procedures are outlined in DOD 4500.9R, Part IV, Appendix D and E.

#### **14.6. TSP Equipment, Supplies and Personnel.**

14.6.1. Verify the TSP has adequate equipment and supplies on hand to protect the customer's property from weather elements. Additionally, ensure transport vehicle is free from defects, such as holes in roof/floor and is road worthy. Refer to DTR Appendix B for further guidance.

14.6.2. TSP representatives that are inefficient or unfamiliar with tender of service/contractual requirements will be identified to the crew chief or TSP for corrective

action; this is especially important during summer months when the TSP may be using temporary personnel.

#### **14.7. Inspection Criteria.**

14.7.1. Origin. The inspector will:

14.7.2. Verify pre-move survey was accomplished and completion of approved accessorial services requests. In residence pre-move survey are conducted on all domestic shipments estimated at 4,700 pounds or more and international shipments estimated at 3,200 pounds or more within a 50-mile radius of their servicing facility.

14.7.3. Remind the customer to segregate personal property if there are multiple shipments, and to separate PBP&E and high value items.

14.7.4. If it appears there are insufficient numbers/types of cartons and pads available, the inspector will resolve the issue with crew chief.

14.7.5. Identify any unauthorized/hazardous items on premises to the customer and TSP.

14.7.6. Ensure TSP has proper documentation (such as bill of lading, inventory, and DD Form 619). Review for completeness, legibility, and any special requirements, such as extra pickup, etc.

14.7.7. Advise customer of the importance of an accurate and legible inventory. Customer must ensure all property is annotated on the inventory, to include make, model, caliber/gauge, and serial number of firearms, make, model and serial number of electronic devices and professional, books, papers and equipment (PBP&E) of member or spouse. Brief customer to make exceptions on the inventory if there is a disagreement on property condition codes and show them the proper place to make the exception.

14.7.8. The customer must not sign a blank form.

14.7.9. Remind customers originating from Gypsy Moth areas of their responsibility to provide the TSP with Gypsy Moth Inspection Certification. Authority for this program is Title 7, Code of Federal Regulation (7CFR), Part 301.45. Remind customers to provide the original customs forms to the servicing TSP.

14.7.10. Instruct the customer to ensure all items have been packed, inventoried, and loaded prior to signing DD Form 619 and TSP personnel departing.

14.7.11. Check loading of moving van or shipment containers to ensure furniture items are padded or wrapped and properly loaded to protect surfaces.

14.7.12. Discuss potential overflow requirements with TSP and customer if vehicle does not appear to be large enough to transport entire shipment. If it is necessary to split a shipment for the line haul movement, the established Required Delivery Date (RDD) applies to all parts of the shipment.

14.7.13. Note any problems/issues and take photographs as required. Contact the destination PPSO/PPPO for assistance.

14.7.14. Provide the customer with necessary emergency contact information.

14.7.15. Destination. The inspector will:

14.7.16. Ensure items serviced or disassembled by the TSP at origin are serviced or reassembled at destination.

14.7.17. Verify TSP has provided customer with Notification of Loss or Damage At Delivery. Advise customer to use After Delivery forms after delivery is complete and TSP has departed the residence. Remind customer they have 75 days from delivery to file claim.

14.7.18. Brief customer that all packing material/cartons and debris must be removed from the residence by TSP personnel at time of delivery, unless the unpacking of boxes is waived. If unpacking is waived, the customer is responsible for disposal of empty cartons and packing material. The TSP is not required to return for debris removal unless authorized by the responsible PPSO.

14.7.19. Advise customer that upon completion of delivery, if presented with a DD Form 619-1, they will be required to sign the form verifying accessorial services were performed. Advise customer not to sign TSP's delivery documentation until completion of all services.

14.7.20. Document any problems/issues, take photographs as required, and update inspection data in DPS. Contact the PPSO/PPPO for assistance if needed. Upload to OnBase in member's/TSP performance file.

14.7.21. Provide the customer with necessary emergency contact information.

14.7.22. Verify completion of approved accessorial service requests.

14.7.23. Advise customer of mandatory completion of CSS.

**14.8. Telephonic Inspection:** When workload or distance precludes on-site visits, all efforts will be made to perform telephonic inspections using the checklist in Attachment 14. Telephone inspections will be an exception and not performed on a routine basis.

14.8.1. Prior to initiating a telephonic inspection, the inspector will determine property location, TSP performing services, and type of shipment.

14.8.1.1. When calling the customer, the inspector will introduce him/herself by name and organization, and determine if the TSP has arrived or left the pickup/delivery location. The inspector will interview the customer using the checklist, and address concerns as appropriate.

14.8.1.2. The inspector will conclude the interview by thanking the customer for their time and will provide appropriate contact information should additional assistance be required.

14.8.1.3. Update DPS with inspection data and upload form into OnBase or TSP performance file.

14.8.1.4. Accessorial Services:

14.8.1.5. Inspectors may be requested to verify auxiliary/third party services, approve and update in DPS.

14.8.2. Crating. Crating of HHG may be authorized when normal packaging will not adequately protect an item from damage during transit. Consider the type of movement when authorizing crating. An item may require crating on a van shipment but may not need a crate in a Code 2 or OCONUS containerized shipment. Requirements for crating must be closely



scrutinized to prevent unnecessary expenditure of funds. The inspector must use judgment with the following guidance when approving crating:

14.8.2.1. Only those items that have unique features will be approved for crating. For example, a grandfather clock will not be crated just because it is a clock. Features such as leaded glass or curved glass panels that cannot be duplicated without great expense could be justification for crating.

14.8.2.2. Crating furniture items such as sofas, tables, chairs, and buffets will not be approved unless there are unique features easily susceptible to damage. A customer's request to crate items declared to be of extraordinary value is not enough reason to warrant crating at Government expense. Large mirrors, pictures, paintings with ornate frames, plate glass, and similar fragile items that will not fit into corrugated "mirror" cartons may be crated.

14.8.2.3. Items such as marble tabletops and pool table slates may be too heavy or large for available cartons and are eligible for crating.

14.8.2.4. Special services not approved by the PPSO/PPPO can be requested by, and furnished to, the customer. These include premium packing and crating not otherwise required by a TSP to protect an item. The customer is financially responsible for all costs associated with these special services directly with TSP.

14.8.2.5. Debris Removal: Debris Removal Service is utilized by exception only. Some exceptions normally approved: Bluebark, Wounded Warrior Program, deployed spouse when member is deployed, etc.

14.8.2.6. **(400NG Item 225)** Pick up/delivery self/mini storage: Removing items from or placing items into self/mini storage warehouses is a member responsibility. In certain instances (such as Bluebark, deployed spouse, Wounded Warrior, etc), PPSOs may approve additional services to allow the TSP to enter the warehouse for purpose of removing/placing items.

14.8.2.7. **(400NG Item 35)** Third party servicing: Third Party Servicing (TPS) does not apply to the disassembly/assembly of an item that does not require any servicing. TPS applies when that same item in question would require servicing, i.e. grandfather clocks, pool tables, etc. In those cases TPS allows you to approve the servicing and disassembly/assembly of such items.

14.8.2.8. **(400NG Item 130)** Bulky articles: Items must be specifically listed in current tariffs/tenders for compensation as a bulky article. At no time will items be lumped into a category due to their size or similarity to bulky articles listed in tariffs/tenders.

14.8.2.9. Servicing front-load washers: If a front load washer requires stabilizing/securing of the wash drum during transit, third party service will not be authorized. The transportation charge includes purchasing/providing necessary bolts or other suitable related products and installation of these products at origin, as well as the removal of the bolts/related products used to stabilize the drum, upon delivery at destination.

**14.9. Infestation/Unsanitary Conditions:** When TSP refuses to proceed with packing due to infestation or unsanitary conditions, an inspector will discuss the issue with the customer and

TSP to resolve the situation. In the case of infestation/unsanitary condition, fumigation and clean up is the customer responsibility prior to loading. However, if the TSP discovers infestation after pickup it is the TSP's responsibility to fumigate shipment.

14.9.1. **Note:** Ultimately, the TSP makes the determination whether or not to continue packing until the issue is resolved.

**14.10. Witnessed Weighing/Reweighs/Constructive Weights:** Inspectors will on occasion witness the weighing/reweighing of personal property shipments. Shipments should be randomly selected with an emphasis on those shipments in excess of customer entitlement. The inspector must:

14.10.1. Validate weigh scales are certified and the scale's operator is licensed or otherwise qualified.

14.10.2. Observe that the truck is properly positioned on the scale while obtaining both tare and gross weights.

14.10.3. Annotate and sign all copies of the weight ticket(s) reflecting weigh and/or reweigh was witnessed.

14.10.4. There are no provisions for approving constructive weights resulting from lost weight tickets.

**14.11. Mobile Homes:** Inspection for Government-arranged mobile home moves will comply with the guidelines in paragraph 14.1. The inspector will:

14.11.1. Verify TSP is in receipt of the DD Form 1800, Mobile Home Inspection Record and has conducted origin and/or destination mobile home inspection as applicable. If directed by the TO, the inspector will perform a visual inspection of the mobile home using the DD Form 1800.

14.11.2. Ensure the TSP has prepared DD Form 1412, Inventory of Articles Shipped in House Trailer and distributes it in accordance with the rate solicitation.

14.11.3. Upon delivery, verify that the customer received a DD Form 1840/1840R, Loss or Damage Report from the TSP for use in documenting loss or damage to personal property. Loss or damage to the mobile home is documented on the reverse of the DD Form 1800.

14.11.4. The original copy will be provided to the member or the member's agent. The form will either be delivered by the inspector during the destination inspection (if one is made), or mailed to the member within 5 workdays after the delivery. At destination, ensure customer has received DD Form 1799, Report on TSP Performance Mobile Home from PPSO/PPPO and is instructed to return the completed form to the PPSO/PPPO within 10 workdays.

**14.12. Post-Inspection Duties:**

14.12.1. Upon completion of daily inspections, the inspector will complete appropriate shipment evaluation and inspection documents and will initiate/follow-up on discrepancies as required.

14.12.2. The inspector will record and maintain data pertaining to the number of shipments eligible for inspection and those actually inspected. PPPOs are responsible for maintaining inspection metrics and reporting as required.

**14.13. Day to Day Workload:**

14.13.1. In day to day workload, inspectors can expect to face numerous challenges not clearly addressed or referenced throughout transportation or Services regulations, such as: use of totes, shipment of alcoholic beverages, after-the-fact declaration of PBP&E/SPBP&E, shipments with mold/mildew issues, TSP personnel qualifications, measurement of oversize items, etc.

14.13.2. Totes: Repacking of totes is at the discretion of the TSP. If items are packed by the member in plastic or similar type containers, the TSP may pack the containers in an approved carton, if a carton is available that will accommodate the container. If the plastic container cannot be packed in an approved carton, TSP will empty and pack the contents into an appropriate, approved carton; then empty plastic container will be wrapped in pads for protection.

14.13.3. Alcoholic beverages (5208-G): TSPs have discretion to accept/not accept for shipment. Furthermore individual state and county restrictions may apply. Members must ensure alcoholic beverage movement complies with 27 USC 122.

14.13.4. PBP&E/SPBP&E: Refer to paragraph 2.1.3 of this supplement for guidance.

14.13.5. Mold/mildew: The DTR currently does not contain guidance for resolving possible mold/mildew contamination within shipments. Inspectors may be asked to identify a mold/mildew issue at time of pickup or delivery. When mold/mildew issues are validated the following steps shall be taken:

14.13.5.1. Pickup. Inspectors shall make every effort to go the pickup site when contacted by the member/releasing agent or TSP to validate mold/mildew issues. TSPs are not required to pick up any property that may contaminate the shipment, other shipments or their equipment/warehouse facility.

14.13.5.2. Delivery: When inspectors are notified of possible mold/mildew contamination of inbound shipments they will take the following steps:

14.13.5.3. Prior to delivery to warehouse facility/residence: Inspector will make every effort to validate possible mold/mildew contamination within shipment by observing exterior containers, cartons, or personal property. Inspector will ensure responsible TSP is notified and property is not offloaded and remains on vehicle. TSP is responsible for ensuring other shipments are not integrated with the mold/mildew property. Further, TSP is responsible to mitigate mold/mildew contamination, contact qualified agency for cleaning affected property and offer for delivery once complete.

14.13.5.4. After delivery to warehouse facility: See guidance in 14.13.5.3.

14.13.5.5. At delivery to residence: Inspector will make every effort to validate possible mold/mildew contamination and stop offload if in progress. Additionally, ensure responsible TSP is contacted and contaminated property that has been offloaded or placed in residence is reloaded onto TSP equipment. Inspector may authorize labor for re-handling of contaminated property. See guidance in para 14.13.5.3 for TSP responsibilities.

14.13.5.6. After delivery to residence: For shipments recently delivered, members must identify mold/mildew damage on after delivery claim form and immediately contact the TSP for resolution. See guidance in para 14.13.5.3. for TSP responsibilities.

14.13.5.7. TSP Personnel Qualification: There is no requirement for TSPs to perform background checks on their employees. The TSP is responsible for all facets of the move, to include employee hiring/supervision matters.

14.13.5.8. Inspectors may be called upon to validate dimensions of oversize items to determine if item meets definition of HHGs.

14.13.5.9. Inspectors will coordinate with member and/or TSP as appropriate to schedule appointment to obtain dimensions. To determine dimensions inspectors will:

14.13.5.10. For shipping purposes actual measurements are required. All measurements for length/width/height are calculated for measuring from and to the outermost fixed point of an object. This will include any fixed protruding part of an item such as a trailer tongue or hitch.

JUDITH A. FEDDER  
Lieutenant General, USAF  
DCS/Logistics, Installations & Mission Support

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References***Joint Travel Regulations**

**DoDR 4500.9**, *Defense Transportation Regulation (DTR), Part IV, Personal Property*, 15 Aug 14

**DoDD 4500.9E**, *Transportation and Traffic Management*, 11 Sep 07

**DoDI 4500.57**, *Transportation and Traffic Management*, 18 Mar 08

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**Title 5**, *United States Code, Government Organization and Employees*

**Title 10**, *United States Code, Armed Forces*

**Title 37**, *United States Code, Pay and Allowances of the Uniformed Services*

**Title 27**, *United States Code, Intoxicating Liquors*

**Title 28**, *United States Code, Judiciary and Judicial Procedure*

**Title 7**, *Code of Federal Regulation (7CFR)*

**B-181402**; 10 April 1975; *54 Comptroller General Decision 847, Transportation of Household Effects—Dual Rights*

**B-207157**; 2 Feb 1983; *Comptroller General Decision, Travel and Transportation on Retirement from the Uniformed Services*

**B-196535**; 22 Apr 1980; *Comptroller General Decision, Entitlement to Transportation of Household Goods*

**DFAS DEM 7073-1**, *Volume 1, Defense Joint Military Pay System*

**400NG**, *Defense Personal Property Program Domestic Tariff*

**AFI 32-6001**, *Housing Management*. 21 Aug 06

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**AFI 36-2110**, *Assignments*, 22 Sep09

**AFI 36-3020**, *Family Member Travel*, 22 Oct 09

**AFMAN 65-604**, *Appropriation Symbols and Budget Codes*, 5 Nov 13

**AFI 65-114**, *Travel Policy and Procedures for Financial Service Offices and Financial Offices-Reserve Component*, 26 Aug 05

**AFI 90-401**, *Air Force Relations with Congress*, 14 Jun 12

***Prescribed Forms***

**AF Form 2473**, *Home of Selection Travel and Transportation Entitlements*

***Adopted Forms***

**DD Form 139**, *Pay Adjustment Authorization*

**DD Form 149**, *Application for Correction of Military Record*

**DD Form 619/619-1**, *Statement of Accessorial Services Performed (Storage-In-Transit Delivery and Reweigh)*

**DD Form 1131**, *Cash Collection Voucher*

**DD Form 1164**, *Service Order for Personal Property*

**DD Form 1299**, *Application for Shipment and/or Storage of Personal Property*

**DD Form 1300**, *Report of Casualty*

**DD Form 1351-2**, *Travel Voucher or Subvoucher*

**DD Form 1412**, *Inventory of Articles Shipped in House Trailer*

**DD Form 1797**, *Personal Property Counseling Checklist*

**DD Form 1799**, *Member's Report on Carrier Performance—Mobile Home*

**DD Form 1800**, *Mobile Home Inspection Record*

**DD Form 1840/1840R**, *Joint Statement of Loss or Damage at Delivery*

**DD Form 1857**, *Temporary Commercial Storage at Government Expense*

**DD Form 1844**, *List of Property and Claims Analysis Chart*

**DD Form 2278**, *Application for Do It Yourself Move and Counseling Checklist*

**SF Form 1200**, *Government Bill of Lading Correction Notice*

**AF Form 150**, *Drayage/Storage Authorization - Government Quarters*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 899**, *Request and Authorization for Permanent Change of Station—Military*

**AETC Form 280**, *Information for Shipment and Storage of Personal Property*

***Abbreviations and Acronyms***

**ACA**—Air Clearance Authority

**AFAAO**—Air Force Attaché Affairs Office

**AFAFO**—Air Force Accounting and Finance Office

**AFCSA**—Air Force Claims Service Center

**AFGO**—Air Force General Officer

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command  
**AFSC**—Air Force Specialty Code  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**AOA**—Advanced Operating Allowance  
**APOD**—Aerial Port of Debarkation  
**APOE**—Aerial Port of Embarkation  
**APP**—Appendix  
**ATF**—Alcohol, Tobacco, Firearms and Explosives  
**BAH**—Basic Allowance for Housing  
**BCMR**—Board for the Correction of Military Records  
**BL**—Bill of Lading  
**BOTO**—Boat One Time Only  
**CONUS**—Continental United States  
**CPPPO**—Consolidated Personal Property Portal  
**CRS**—Commuted Rate System  
**CSS**—Customer Satisfaction Survey  
**DFAS**—Defense Finance and Accounting Service  
**DLI**—Defense Language Institute  
**DODEA**—Department of Defense Education Activity  
**DODDS**—Department of Defense Dependents Schools  
**DOHA**—Defense Office of Hearings and Appeals  
**DOT**—Department of Transportation  
**DPM**—Direct Procurement Method  
**DPS**—Defense Personal Property System  
**DSN**—Defense Switched Network  
**ECAF**—Excess Cost Adjudication Function  
**EPA**—Environmental Protection Agency  
**ERD**—Early Return of Dependents  
**ETA**—Electronic Transportation Acquisition  
**FSO**—Financial Services Office  
**FTR**—Federal Travel Regulation

**GAO**—General Accountability Office  
**GBL**—Government Bill of Lading  
**GCC**—Government Constructed Cost  
**GPC**—Global POV Contract  
**GSA**—General Services Administration  
**GSBCA**—GSA Board of Contract Appeals  
**HOR**—Home of Record  
**HOS**—Home of Selection  
**IAW**—In Accordance With  
**ICW**—In Connection With  
**IEP**—Individual Education Plan  
**IG**—Inspector General  
**IPCOT**—In-Place Consecutive Overseas Tour  
**ITDY**—Indeterminate TDY  
**JPPSO**—Joint Personal Property Shipping Office  
**LOA**—Line of Accounting, Letter of Authorization  
**M-PRO**—Member Pro  
**MAJCOM**—Major Command  
**MARS**—Military Affiliate Radio Station  
**MILPERS**—Military Personnel  
**MO**—Mortuary Officer  
**MOTO**—Mobile Home One Time Only  
**MPS**—Military Personnel Section  
**MRO**—Military Restraining Order  
**MSC**—Military Sealift Command  
**MT**—Measurement Ton  
**NCR**—National Capital Region  
**NTS**—Non-Temporary Storage  
**O&M**—Operations and Maintenance  
**OCONUS**—Outside Continental United States  
**OJT**—On-the-Job Training  
**OSI**—Office of Special Investigations



**OTO**—One Time Only  
**PBP&E**—Professional Books, Papers, & Equipment  
**PCS**—Permanent Change of Station  
**PDS**—Permanent Duty Station  
**PLEAD**—Place Last Entered Active Duty  
**POA**—Power of Attorney  
**POV**—Privately Owned Vehicle  
**PPA HQ**—Personal Property Activity, Headquarters  
**PPCIG**—Personal Property Consignment Instruction Guide  
**PPGBL**—Personal Property Government Bill of Lading  
**PPM**—Personally Procured Move  
**PPPO**—Personal Property Processing Office  
**PPSO**—Personal Property Shipping Office  
**QAE**—Quality Assurance Evaluator  
**QC**—Quality Control  
**RDD**—Required Delivery Date  
**RSMO**—Regional Storage Management Office  
**RIF**—Reduction in Force  
**S-PRO**—Spouse Pro  
**SPBP&E**—Spouse Professional Books, Papers, & Equipment  
**SCO**—Summary Court Officer  
**SDDC**—Surface Deployment and Distribution Command  
**SES**—Senior Executive Service  
**SIT**—Storage in Transit  
**SOA**—Separate Operating Agency  
**SOFA**—Status of Forces Agreement  
**SRC**—System Response Center  
**TA**—Table of Allowance  
**TCS**—Temporary Change of Station  
**TDRL**—Temporary Disability Retired List  
**TDY**—Temporary Duty  
**TMO**—Traffic Management Office, Traffic Management Officer

**TO**—Transportation Officer

**TOS**—Tender of Service

**TP**—Transportation Priority

**TQSE**—Temporary Quarters Subsistence Expenses

**TRO**—Temporary Restraining Order

**TSP**—Transportation Service Provider

**UB**—Unaccompanied Baggage

**VPC**—Vehicle Processing Center

**WPOD**—Water Port of Debarkation

**WPOE**—Water Port of Embarkation

**Attachment 2**

**EXCEPTION TO HOUSEHOLD GOODS (HHG) WEIGHT ALLOWANCES FOR  
ACCOMPANIED MEMBERS SERVING COMMAND-SPONSORED TOURS**

**Table A2.1**

**EXCEPTION TO HOUSEHOLD GOODS (HHG) WEIGHT ALLOWANCES FOR ACCOMPANIED MEMBERS SERVING COMMAND-SPONSORED TOURS**

<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If</b>	<b>and</b>	<b>then the member is</b>	<b>and (see note 1)</b>
<b>1</b>	Government furniture is available	certain items of furniture are not available	authorized the weight of each TA 414 item that is not available or the actual weight approved by Furnishing Management Office. (See note 2)	exception is processed according to the current AFPC Overseas Furnishings & Quarters Availability Report
<b>2</b>	PCS involves OCONUS inter-or-intra command transfer where one duty station is weight restricted	PCS is between OCONUS stations from weight-restricted station to full weight station	authorized the full HHG weight allowance from the weight restricted station, other authorized location, or both, to the full weight station (see notes 1 and 2)	the MPS is to include the authorized weight allowance in the member's PCS order.
<b>3</b>		PCS is within theater from full weight station to restricted weight station	authorized the full HHG weight allowance for HHG located within the OCONUS theater (see note 2)	
<b>4</b>		PCS is between OCONUS theater from full weight station to restricted weight station	not authorized the full HHG weight allowance unless split shipments of HHG are prohibited from the losing overseas station (See notes 2 and 3)	
<b>5</b>	member states in writing the intent to retire in the OCONUS area upon completion of the current PCS tour either before or after arrival at the OCONUS station	member gains entitlement to home of selection move per JTR, Chapter 5, upon issuance of an order after completion of OCONUS tour	authorized the full HHG weight allowance and is not authorized available Government furniture (See notes 2 and 4)	
<b>6</b>	member acquires HHGs in OCONUS area by reason of marriage	member agrees to serve the command-sponsored tour (see notes 5 and 6)	authorized the weight of acquired and medical items, plus other authorized storage or shipments, not to exceed the full JTR weight allowance. The member will submit a request to the MPS for approval. It must include name, grade, tour status, certified list of items with estimated weight and date of acquisition. (See note 2)	the MPS includes the additional approved weight allowance in the member's PCS order.
<b>7</b>	member acquires HHG in OCONUS area by reason of inheritance	(see notes 6 and 7)		
<b>8</b>	member requires increased weight allowance due to personal or dependent medical reasons	medical officer has prescribed and approved item (see note 6)		
<b>9</b>	a request for exception involves unusual or extenuating circumstances	(See note 8)	authorized to submit a request for HHG exception to the servicing PPSO/PPPO, MAJCOM/A1 in turn. The request must include name, grade, tour status, certified list of items with estimated weight, date and source of acquisition. List the circumstances necessitating the need for an exception. Include supporting documentation and whether or not Government quarters and furniture was available or used (see notes 9, 10 and 11)	MPS advises the member of request procedures during initial reassignment processing or sooner, as applicable.

**NOTES:**

1. The MPS advises members that the weight of items shipped and stored at Government expense may not exceed their JTR weight allowance. This includes the weight of any authorized exception.
2. Member may be assigned to non-Air Force installations. IAW App W, another component service may provide Government furniture support. In these cases, the senior Air Force installation commander may approve the member's request.
3. The losing PPPO/PPSO advises the MPS if split shipments are prohibited from the country of their location.
4. The MPS advises the member that use of Government furniture is not authorized. The MPS forwards a copy of the member's approved request to the gaining Furnishing Management Office.
5. The MPS immediately advises the member to apply for command sponsorship and weight exception.
6. The MPS advises the member that the request must be supported by an appropriate document. A marriage license, inheritance certificate/will, or medical officer approval is required.
7. The MPS counsels the member concerning exceptions procedures. This is done during initial reassignment processing or when it becomes known that an exception is desired, whichever occurs first.
8. If the member was previously assigned to a weight restricted area that is subsequently changed to a full JTR weight area, MAJCOM/A1 may approve a request to ship HHG from storage to full JTR weight areas. Members must have an approved tour extension resulting in serving a period of time equal to two tours, and have elected to return assigned Government furniture. These approvals constitute the removal of a previous administrative weight restriction. An amended order citing current fiscal year funding is required. Members assigned to weight restricted areas agreeing to, or having served the equivalent of two tours, may ship additional weight upon departure from the OCONUS permanent duty station. The MAJCOM/A1 approves up to 2,500 pounds for accompanied members. Two thousand five hundred pounds or 25 percent of full JTR allowance or the unaccompanied baggage allowance (without 10 percent option) may be approved for unaccompanied members. Members with dependents are not authorized this exception if they are eligible to serve the accompanied tour and elected the shorter unaccompanied tour. Members must have at least 12 months remaining at the overseas station on the date HHG are due. MAJCOM/A1 may delegate this approval authority to Numbered Air Force or base level. Members "are not" subject to payment of storage charges in excess of 180 days when removing HHG from Non-temporary storage under these authorities (new, amended, revised, or modified orders)
9. The PPPO/PPSO annotates member's request to include number of shipments and weight of HHG shipped and/or stored on last PCS. Also, identify HHG erroneously shipped OCONUS but not returned to a proper destination in accordance with JTR, par. 5208-B. This weight is authorized, without exception approval, upon subsequent PCS. Advise the MPS to include the applicable weight in PCS order (note 1 applies). Also, include, if applicable, the estimated weight and list of items in excess of the prescribed administration weight allowance.

Attachment 3

NOTES:

1. MPS advises members that weight of items shipped and stored at Government expense may

**Table A3.1**

**EXCEPTION TO HOUSEHOLD GOODS (HHG) WEIGHT ALLOWANCES FOR SINGLE AND MEMBERS SERVING THE UNACCOMPANIED AND ACCOMPANIED TOUR LENGTHS**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If</b>	<b>and</b>	<b>then the member is</b>	<b>and</b>
<b>1</b>	Government quarters are not available	Government furniture is not available	authorized the full HHG weight allowance	the MPS includes the authorized weight allowance in the member's PCS orders.
<b>2</b>		Government furniture is available	authorized 2,500 lbs or 25 percent of JTR weight allowance (whichever is greater.) Plus unaccompanied baggage, without the 10 percent option. Unavailable TA-414 items can also be authorized. (See Table A2.1, Rule 1)	
<b>3</b>	Government quarters and furnishing are available (e.g. Dorms/Bachelor quarters)	member is not directed to reside off base	not authorized exceptions. However, 10 percent of full allowance is authorized via surface in lieu of unaccompanied baggage shipment via air	the PPSO/PPSO annotates the authorized weight allowance on the DD Form 1299 for members electing the 10 percent option. Counselors must verify member's selection in DPS.
<b>4</b>	single/unaccompanied members assigned OCONUS and authorized to occupy family style Government quarters	Government furniture is available	authorized 2,500 lbs or 25 percent of full JTR weight allowance plus unaccompanied baggage, without the 10 percent option. Unavailable TA 414 items can also be authorized in addition to the basic allowance	the MPS includes the additional approved weight allowance in the member's PCS order.
<b>5</b>		Government furniture is not available	authorized the full HHG weight allowance	

not exceed their JTR weight allowances. This includes weight of any authorized exceptions.

2. When applicable, rules 5, 7, 8, and 9 of this Attachment, Table A2.1 may be used for unaccompanied members.

3. E-7s and above, without dependents, electing optional base residency, are subject to the above rules. They do not get a weight exception based solely on their option to reside off base.

4. When unaccompanied members are assigned from an OCONUS station where they are authorized a HHG weight allowance to another OCONUS station (including Alaska and Hawaii) where they are to be provided with Government quarters and furnishings, the special order must reflect the weight allowance at both stations (i.e., "Member authorized full JTR weight allowance from Osan AB, Korea. Shipment to Joint Base Elmendorf-Richardson, AK, limited to unaccompanied baggage or 10% option by surface.") HHG in excess of the member's weight

allowance at the new duty station can be shipped to Non-temporary storage or to a designated location in the CONUS.

## Attachment 4

## MAXIMUM UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCE

<b>Table A4.1</b>			
<b>MAXIMUM UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCES FOR AIR</b>			
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	If the grade is	and the member is	then the allowance is
<b>1</b>	01 to 03	PCS	600 lbs net weight (See notes 1 & 2)
<b>2</b>	04 to 06		800 lbs net weight (See notes 1 & 2)
<b>3</b>	07 to 08		1000 lbs net weight (See notes 1 & 2)
<b>4</b>	09		1500 lbs net weight (See notes 1 & 2)
<b>5</b>	010		2000 lbs net weight (See notes 1 & 2)
<b>6</b>	E1 to E8	PCS	500 lbs net weight (See notes 1 & 2)
<b>7</b>	E9	PCS	600 lbs net weight (See notes 1 & 2)
<b>8</b>	CMSAF	PCS	800 lbs net weight (See notes 1 & 2)
<b>9</b>	E1 to 010	PCS and authorized movement of dependents	350 lbs net weight for each dependent 12 yrs of age or older. 175 lbs net weight for dependents less than 12 yrs old. (See note 3)

**NOTES:**

1. Single and unaccompanied members assigned to duty stations outside the CONUS have two options. They may ship the normal UB allowance by air or 10 percent of their full JTR weight allowances by surface (700 lbs for E-1 through E-4). This surface option is also authorized for the member of a military couple not authorized to ship a HHG weight allowance. When the member elects the surface option, the shipment may include HHG. Split shipments (part by air, part by surface) are not authorized.
2. For unaccompanied members assigned to Hardlift area, shipment of the 10 percent option, by air, is authorized.



**Attachment 5**

**FORMAT FOR LETTER CERTIFYING MARS MEMBERSHIP STATUS**

*(Prepared on letterhead)*

MEMORANDUM FOR Base MARS Director

FROM: Base MARS Member

SUBJECT: Certification of MARS Membership Status

I certify that I am an active USAF MARS member. The articles I declare as professional equipment are necessary for the performance of my official MARS duties.

*(Signature)*

(Typed name and grade of MARS member)

1<sup>st</sup> Ind

Base MARS Director

TO: Traffic Manager

I certify that the MARS equipment to be shipped and/or stored qualifies as professional equipment. It is in an acceptable operating condition.

*(Signature)*

*(Typed name and grade of base MARS Director)*

**Attachment 6****RESTRICTED AREAS FOR SHIPMENT OF MARS EQUIPMENT**

A.6.1. Consult section 11, Transmitting Equipment, in the Country Instructions PPCIG page for the applicable country.

## Attachment 7

## HARDLIFT AREAS

Afghanistan	Guatemala	Pakistan
Angola	Guinea	Paraguay
Argentina	Honduras	Peru
Australia	India	Qatar
Bahrain	Indonesia	Rhodesia
Bangladesh	Iran	Rwanda
Bhutan	Iraq	Saudi Arabia
Bolivia	Israel	Senegal
Botswana	Jordan	Seychelles
Brazil	Kenya	Sierra Leone
Burma	Kuwait	Somalia
Burundi	Labrador	South Africa
Cameroon	Lesotho	Sri Lanka
Central Africa Republic	Liberia	Sudan
Chad	Madagascar	Swaziland
Chile	Malawi	Syria
Columbia	Maldives	Tanzania
Congo	Mali	Togo
Costa Rica	Mauritania	Uganda
Côte d'Ivoire (Ivory Coast)	Mauritius	United Arab Emirates
Ecuador	Mozambique	Upper Volta
Egypt	Namibia	Uruguay
El Salvador	Nepal	Venezuela
Equatorial Guinea	New Zealand	Wake Island
Ethiopia	Nicaragua	Western Sahara
Gambia	Niger	Yemen
Ghana	Nigeria	Zambia
Greenland	Oman	

## Attachment 8

COMPUTING PACKING ADJUSTMENTS (MILITARY ONLY) JTR, PARS. 5204-B, C  
& D

<b>Table A8.1</b>			
<b>Computation of Packing Adjustments for Military Members</b>			
Code of Shipment is	and when net weight is not known REDUCE gross weight by:	or when net weight is known, REDUCE TSP/contractor recorded net weight by:	Packing reinstatement
D	N/A	10%	11.11
1	N/A	10%	“
2	N/A	10%	
3	N/A	10%	
4	N/A	10%	
5	N/A	10%	
6	N/A	10%	
7	50%	10% (See note 1)	100%/11.11
8	50%	10% (See note 1)	
J	50%	10% (See note 1)	
T	N/A	10%	
DPM	50%	20% (See note 1)	100%/25%
LOCAL	N/A	10%	
NON-TEMPORARY	N/A	10%	

**NOTES:**

1. (For Entitlement Purposes Only) An origin net weight may be recorded for code 7, 8, J, or DPM. A gross reweigh at destination cannot be combined with the origin tare weight to produce a lower net weight. On such cases, the reweigh must include both gross and tare weights to be valid for adjustment purposes.

## Attachment 9

## ADJUDICATING PBP&amp;E FOR A MEMBER AND A MEMBER'S DEPENDENT SPOUSE

<b>ADJUDICATING PBP&amp;E FOR A MEMBER AND A MEMBER'S DEPENDENT SPOUSE (See</b>				
<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	If PBP&E has	and/or	and/or	then the
1	been declared at the time of application	separately identified, marked, inventoried, and weighed at origin	weight recorded on GBL, DD Form 619, certified weight ticket or HHG descriptive inventory	member/dependent spouse is credited with the weight of PBP&E in rule 1, column c.
2		separately identified, but not weighed	cube is recorded	member/dependent spouse is credited with PBP&E constructed weight of 7 lbs per cubic foot.
3			cube is not recorded, but type container is known	cube is constructed using dimension information from known container with PBP&E constructed weight computed using 7 lbs per cubic foot.
4			cube or type container unknown	PBP&E weight is constructed using 7 lbs per line item.
5			cube or type container unknown but PBP&E reweigh is obtained	only items identified as being shipped (by inventory item number) retain the PBP&E identity with credit give to member/dependent spouse based upon outcome of reweigh.
6		not separately identified or inventoried	weight recorded on GBL, DD Form 619, certified weight ticket or HHG descriptive inventory	rule 1, column d applies.
7	not been declared at time of application.	separately identified on inventory	case file reflects indisputable intent to declare PBP&E	member is credited with PBP&E per rules 2, 3, 4 or 5, column d.

**NOTES:**

1. If no evidence is available to support that PBP&E was physically transported, no credit is allowed. Issue a GBL correction notice to document circumstances under Column D. This table is not an "After-the-Fact-Verification." This applies regardless of the GBL correction notice issue date. If certified scale weights are not used for PBP&E, PPA HQ applies the PBP&E cube rule when making excess cost determination. (See paragraph 2.1.3.2.5. for after-the-fact PBP&E Verification).

2. PBP&E entitlement for a member's dependent spouse is not-to-exceed 500 lbs.

**Attachment 10****SAMPLE FORMAT FOR REQUEST FOR HOUSEHOLD GOODS WEIGHT  
EXCEPTION**

MEMORANDUM FOR MPS

FROM: (MEMBER/CIVILIAN EMPLOYEE)

SUBJECT: Request for Household Goods Weight Exception

1. In accordance with AF Supplement to the JTR, Attachment 2, Table A2.1, Rule 9, request approval to ship additional pounds of household goods as listed in the JTR, APP W.

2. The following additional information is provided:

- a. Date arrived station:
- b. Previous excess weight authorized:
- c. Professional books, papers, and equipment to be declared:
- d. Were Government quarters/furnishing available and used:
- e. Weight of household goods in Non-temporary storage:
- f. Any other weight to be shipped from other locations:
- g. Circumstances necessitating need for exception is as follows: (may put on separate paper, if needed).

3. I certify that the items approved for shipment at Government expense will be included in my household goods shipment. I understand that I am liable for overweight charges if I exceed my maximum JTR weight allowance of \_\_\_\_\_ pounds.

Name, rank/civilian grade, USAF

Attachments:

1. List of Items
2. PCS Order To Current Duty Station
3. PCS Order To Next Duty Station

**Attachment 10 - CON'T**

MEMORANDUM FOR MPS

FROM: PPSO/PPPO

SUBJECT: Household Goods Weight Exception - Name

The following information is provided per AF Supplement to JTR, Attachment 2, Table A2.1, Rule 9:

- a. The member/employee made \_\_\_\_\_ shipments to this station in (month & year), consisting of \_\_\_\_\_ pounds.
- b. The member/employee has \_\_\_\_\_ pounds in non-temporary storage at \_\_\_\_\_.

Attachment:

Member/employee's Request

**Attachment 10 - CON'T**

MEMORANDUM FOR HQ MAJCOM/Personnel

FROM: FSS

SUBJECT: Household Goods Weight Exception – Name

- 1. The attached application for additional weight allowance is forwarded per Air Force Supplement to JTR, Attachment 2, Table A2.1, Rule 9. This office has reviewed the application, and the information provided by the member is correct.
- 2. The items listed on the member's request were not classified as unavailable TA 414 items. Therefore, no excess weight for the listed items was granted at this station.
- 3. The member has/has not served twice the normal tour at this duty station. The member has/has not served a consecutive OCONUS tour at this duty station.
- 4. The member was reassigned to this station from \_\_\_\_\_ and has projected assignment to \_\_\_\_\_.

Attachment:

Application File

Attachment 11

NON TEMPORARY STORAGE IN LIEU OF SHIPMENT WORKSHEET  
(APPLICABLE TO MEMBER)

Member's Name: \_\_\_\_\_

Weight of HHG: \_\_\_\_\_ lbs.      Period of Storage: \_\_\_\_\_ months

**Government's "Best Value" Cost to Authorized Destination**

Total Shipment Cost: \$ \_\_\_\_\_

=====

**Non-Temporary Storage Cost**

Packing Charge:      \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_

Drayage In:            \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_

Handling In:          \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_

Handling Out:        \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_

Storage:                \$ \_\_\_\_\_ X Est. Wt. X No. of Months = \$ \_\_\_\_\_

Total NTS Cost:      \$ \_\_\_\_\_

=====

If Total Shipment Cost is greater than or equal to Total NTS Cost, NTS as an alternative to transportation may be approved in accordance with paragraph 5.2.3.



Attachment 12

**MOBILE HOME COST COMPARISON WORKSHEET FOR GOVERNMENT-ARRANGED SHIPMENT**

Government's 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs (5396)	\$ _____
minus	
Estimated Allowable Cost (MOTO) (5410-A)	\$ _____
minus	
Estimated Costs Not Allowed (5410-G)	\$- _____
minus	
'Best Value' cost to transport HHG removed from a mobile home to meet safety requirements between the old/new PDSs (5420-I)	\$ _____
Total	\$ _____

A negative number indicates estimated excess costs  
 A positive number indicates no estimated excess costs

**Attachment 13****HOME OF RECORD TRANSPORTATION ENTITLEMENT COUNSELING**

1. **SHIPMENT OF HOUSEHOLD GOODS (HHG)**: My entitlement to ship HHG at Government expense will terminate unless HHG are turned over to a Traffic Management Officer or to a carrier for shipment within 180-days of the effective date of my separation (unless extended as provided in paragraph 3 below).

a. The Joint Federal Travel Regulation (JTR) authorizes me shipment of \_\_\_\_\_ lbs of my HHG to my Home of Record (HOR) or the Place where I Entered Active Duty (PLEAD).

b. Multiple shipments or shipments to location(s) other than PLEAD or HOR, may incur excess cost payable by me.

c. If ordered to a CONUS separation station on an AF Form 899 (PCS Order), I may ship HHG from overseas to the processing station. However, if I take possession of these HHG, the Government will not transport the HHG to my PLEAD or HOR.

d. I understand that once I ship HHG to my PLEAD or HOR, I will no longer be authorized to place HHG into Non-Temporary Storage (NTS). I will only be authorized Storage in Transit (SIT) up to 90 days.

e. Members residing in Government controlled quarters who are in receipt of separation orders and are required by competent authority to vacate these quarters are entitled to a local move of HHG using the separation order. This does not constitute a PLEAD or HOR move.

2. **NON-TEMPORARY STORAGE (NTS) OF HHG**: If I choose not to ship my HHG to a PLEAD or HOR at this time, I may place my HHG into NTS at Government expense within my 180 day period. The entitlement to NTS at Government expense terminates 180 days after the effective date of separation. HHG already in NTS may continue in NTS at my expense using Government rates until expiration of this entitlement. However, if HHGs are in NTS as “**excess to Government housing**” this storage lot must be converted to my separation order.

3. **EXTENSIONS**: The time limits noted above may be extended if approved by the Secretarial Process for a bona fide hardship, educational requirement, medical problems, or other deserving circumstances. **Procedures for extensions applications are:**

**IMMEDIATE**: Prior to expiration of my PLEAD or HOR entitlement, I must submit a letter to the closest Transportation Officer for a 15-workday extension following the scheduled pickup date. This extension only applies when hardship occurs after shipping arrangements have been made, but before the schedule date services are to be performed.

**MEDICAL / EDUCATION / OTHER REASONS BEYOND MEMBER'S CONTROL**

**(ORBMC)**: Recommend you submit a letter requesting an extension prior to expiration of your PLEAD or HOR entitlement to PPA HQ/ECAF-B, 2261 Hughes Ave, Ste 159, Lackland AFB TX 78236-9857, e-mail hqppa.ecaf-ext@us.af.mil or fax (210) 321-4263. Extensions beyond

180 days can be considered however, the letter must fully demonstrate why I could not perform my PLEAD or HOR move within 180 days of separation. Included with the letter must be:

- a. A copy of my separation order, AND
- b. **(MEDICAL)** A certificate from the attending physician(s) or hospital administrator attesting to the dates of treatment or hospitalization provided me during the 180 day period following separation, OR
- c. **(EDUCATIONAL)** A statement from the registrar, or other authority of the educational institution addressed to PPA HQ/ECAF-B, (on institutional letterhead) attesting to the dates of commencement and completion of training (if applicable) or the contemplated date of completion of the course of instruction or training, including the nature of the course of training or instruction.
- d. Death in the immediate family – furnish a copy of the death certificate.
- e. Delay in the construction of permanent home – statement from the contractor about the delay and estimated completion date.
- f. Severe illness of dependent – statement from physician describing illness, course of treatment, and date that the individual may be expected to recover sufficient to travel.

4. **GENERAL INFORMATION ON EXTENSIONS:**

- a. Requests for extension should be submitted between 60 and 30 days prior to expiration of the entitlement.
- b. Extensions are not automatically approved.
- c. They are approved for 180 days at a time. Extension request forwarded to PPA HQ/ECAF-B must contain a specific date for the new time limit. Request for open-ended extensions will be returned without action.
- d. Extensions must meet criteria in paragraph 3 above and no more than 5 extensions for a total of 3 years will be approved.
- e. If request is disapproved, the time required for submission/review of your request does not extend your time limit.
- f. A time limit extension for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved for NTS or SIT.

---

Customer's Signature

---

Date

Attachment 14

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA TELEPHONIC INSPECTION CHECKLIST		OPR		DATE
No.	ITEM (Assign a paragraph number to each item. Draw a horizontal line)	Yes	No	N/A
<p>1. <u>Outbound Services:</u></p> <p>a. Was a pre-move survey conducted?</p> <p>b. In your opinion, were TSP personnel professional and courteous?</p> <p>c. Did the TSP have sufficient supplies on hand (cartons, packing materials) to accomplish the job?</p> <p>d. Were packing cartons new or in good condition?</p> <p>e. Were you satisfied with the packing of your items?</p> <p>f. Did TSP provide shipping containers that were new or in good condition?</p> <p>g. Were old container markings obliterated?</p> <p>h. Were all items inventoried (to include PBP&amp;E and Spouse PBP&amp;E)?</p> <p>i. Did TSP provide required documents (DD Form 619, legible copies of inventory, GBL/BL)?</p> <p>j. Did you provide the customer with your emergency contact information?</p> <p>k. Did TSP arrive between 0800 to 1700?</p> <p>2. <u>Inbound Services:</u></p> <p>a. In your opinion, were TSP personnel professional and courteous?</p> <p>b. Did the TSP reassemble items that were disassembled at origin?</p> <p>c. Did TSP provide you the claims form (s) and brief its proper use?</p> <p>d. Was unpacking waived?</p> <p>e. Did TSP unpack/remove packing material/debris?</p> <p>f. Were you briefed on verifying services provided on the DD Form 619-1?</p> <p>g. Did you provide the customer with your emergency contact information?</p> <p><b>h. Did you instruct the customer to complete the CSS in a timely manner?</b></p> <p>i. Did TSP arrive between 0800 to 1700?</p> <p><b>j. Was a reweigh requested and performed?</b></p> <p>Additional Inspector Comments:</p> <p>4. Customer Rank/Name: _____          Code/Type of Shipment: _____ GBL/BL#: _____          Weight of Shipment: _____</p> <p>5. Telephonic Inspection was conducted on _____ by _____</p>				

