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Transportation

**PERSONAL PROPERTY
MOVING AND STORAGE**

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This instruction implements Air Force Policy Directive (AFPD) 24-6, *Distribution and Traffic Management*, and the Personal Property allowances provisions of the *Joint Travel Regulations* (JTR), Uniformed Service Members and Department of Defense (DoD) Civilian Employees <https://www.defensetravel.dod.mil/site/travelreg.cfm>. This publication applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. It sets forth policy on the movement and storage of personal property within the Continental United States (CONUS) and Outside Continental United States (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 2.2** (020501) means **chapter 2, paragraph 2**, and is cross-referenced to JTR, par. 020501. Responsibilities assigned to commanders may not be further delegated, unless the text notes specify that delegation is authorized. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to AF/A4LR, 1030 Air Force Pentagon, Washington, DC 20330-1030 using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 9013, *Secretary of the Air Force*. The

applicable SORN FTRANSCOM 01 DoD, *Defense Transportation System (DTS) Records* is available at <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/569704/ftranscom-01-dod/>. SORN F024 AF IL B, *Personal Property Movement Records* is available at <https://dpcl.d.defense.gov/Privacy/SORNs/The> Per Diem, Travel and Transportation Allowance Committee (PDTATAC) has reviewed this instruction per DoD Instruction 5154.31, dated 16 October, 2015, as case RR16016. Further supplements by Major Commands (MAJCOM) must be forwarded to AF/A4LR for coordination and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items.

SUMMARY OF CHANGES

This instruction 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 level of authority, clarification of paragraph meanings and interpretations, corrects references to correspond with JTR changes, incorporates Quality Control (QC) procedures, updated Household Goods (HHG) and Privately Owned Vehicle (POV) counselling methods.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. HQ USAF/A4LR, Logistics Readiness Division:

- 1.1.1. Implements the DoD personal property program for the Air Force.
- 1.1.2. Establishes, operates, staffs, supports, and supervises personal property shipping offices for assigned areas of responsibility worldwide.
- 1.1.3. Publishes Air Force publications and guidance in order to implement passenger movement, materiel distribution, and JTR allowances, delegations of authority and Secretarial Processes authorized by the Secretary of the Air Force in accordance with DoDI 4500.57, *Transportation and Traffic Management*.
- 1.1.4. Takes timely and appropriate action to correct program deficiencies as reported by the Commander, United States Transportation Command (USTRANSCOM) or his or her designee.
- 1.1.5. Furnishes the Commander, USTRANSCOM, or his or her designee, as required, cost and claims data, and other information necessary to manage the program.
- 1.1.6. Provides representatives to working groups established and convened by the Commander, USTRANSCOM, or his or her designee.
- 1.1.7. Ensures effective and efficient use of DoD and commercial resources in carrying out assigned missions.
- 1.1.8. Consolidates personal property shipping offices and traffic management functions, whenever possible, with the primary focus on meeting customer requirements while utilizing regionalization, outsourcing, and consolidations to reduce administrative personnel and facility requirements.
- 1.1.9. Publishes Air Force instructions to implement the JTR and to implement the delegations of authority and personal property entitlements authorized by the Secretary of the Air Force in accordance with Department of Defense Directive (DoDD) 4500.09, *Transportation and Traffic Management* and Department of Defense Instruction (DoDI) 4500.57.
- 1.1.10. Manages the overall personal property program, ensure the Air Force has provisions for Personally Procured Moves (PPM), identify and adjudicate excess costs through the Personal Property Activity, Headquarters as its Secretary of the Air Force and Air Staff delegated executive agent.

1.2. Personal Property Activity Headquarters (PPA HQ):

- 1.2.1. Provides the single management for Air Force personal property execution, focuses on standardized procedures at Personal Property Shipping Offices, Joint Personal Property Shipping Offices, and Personal Property Processing Offices to provide reach back capability.
- 1.2.2. Provides AF-wide intermediate level organizational advice, planning, and oversight for personal property movement.

1.2.3. Directly consults, coordinates and advises subordinate and MAJCOM subordinate activities performing personal property functions.

1.2.4. Has 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.

1.2.5. Coordinates with United States Transportation Command (USTRANSCOM), their subordinate units, and other agencies as required.

1.2.6. Collects, analyze, and report installation level Quality Assurance inspection rate and face-to-face counseling metric data to AF/A4L. **(T-0)**.

1.2.7. Provides centralized management of manpower, budget and civilian training for those Joint Personal Property Shipping Offices (JPPSO) who are integrated into PPA HQ structure.

1.2.8. Serves as the Air Force Executive Agent for the Defense Personal Property System (DPS) functional requirements.

1.2.9. Functions as the Air Force single manager for personal property reports and analysis, electronic payment financial processes, and the Third Party Payment System (TPPS).

1.2.10. Serves as the SecAF delegated authority for identifying and adjudicating personal property excess cost.

1.2.11. Assists Air Force personnel and transportation offices in clarifying and interpreting HHG and POV transportation and storage allowances of military members, civilian employees, dependents and Next of Kin of deceased members.

1.2.12. Approval and disapproval authority for Home of Selection and Home of Record Travel and Transportation allowances extension requests for medical, education and training and other deserving circumstances.

1.2.13. Fields questions for active duty, retired and separated members on allowances and extensions, addresses customers concerns with the moving process and provides guidance, assists sister services personnel regarding allowances, regulation and directive interpretation as it applies to Air Force members, assists with research and staffing Congressional Inquiries and Inspector General (IG) complaints, and communicates personnel property movement and storage information to the transportation community.

1.2.14. Provides policy and allowances interpretation to PPPOs/PPSOs/JPPSOs/CPPOs, MAJCOM and sister Service Components who service Air Force personnel.

1.3. Major Commands (MAJCOMs):

1.3.1. Establishes and maintains relationships with PPA HQ to collaborate on travel and transportation allowances, requirements, and procedures for movement of household goods.

1.3.2. Provides support for MAJCOM unique requirements to enforce governing laws, directives, regulations, and instructions.

1.3.3. Ensures theater mission, or basing, issues are supported that require MAJCOM intervention, to include opening or establishing logistical support at new bases or operating locations. The MAJCOM inherent role in establishing the transportation infrastructure to ship HHG, POVs, negotiating host customs and border clearance requirements, Status of Forces Agreement (SOFA) issues, licensing, fuel requirements, disposal and transfer requirements, etc.

1.3.4. Staffs household goods administrative weight allowance restrictions and POV shipment prohibition with Wing Commanders and appropriate staff agencies.

1.4. Installation Transportation Officer/Traffic Management Officer (TMO): Follows DoD 4500.9-R, Defense Transportation Regulation, Part IV, *Personal Property*, to execute the personal property movement program. (T-0).

1.5. Logistics Readiness and Aerial Port Squadron Commanders:

1.5.1. Ensures 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).

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

1.5.3. Reports monthly the Quality Assurance inspection rate and face-to-face counseling data. (T-1). Data will be uploaded at <https://cs2.eis.af.mil/sites/13569/TrafficMGT/layouts/15/start.aspx#/SitePages/TrafficManagementRepository.aspx>

Chapter 2

HHG SHIPMENT AND STORAGE UNDER TEMPORARY DUTY (TDY) ORDERS

2.1. (0205) Shipment and Storage of HHG While on TDY. (020501-B1a) Professional Books, Papers and Equipment (PBP&E). (See [paragraph 3.1.3](#))

2.2. (020501) - Shipment of HHG by a Service Member.

2.2.1. **(020501)** - B1 Weight Allowance Entitlement. See the Table 2-25 in JTR, par. 020501-B1, for maximum temporary duty weight allowances. Authorization should be indicated 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. 052007) need not contain the specified amount authorized for shipment unless additional weight is authorized IAW Secretarial process contained in [paragraph 3.1.2](#)

2.2.2. **(051504)** HHG Improperly Transported or Misdirected. 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 should forward the shipment to a proper destination.

2.3. (051306) - Excess Charges. (See [paragraph 3.7.](#) and [Chapter 12](#))

2.4. (052007) - PCS With TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment. (See [paragraph 4.1.1.](#))

2.5. (031201) - Indeterminate TDY. Indeterminate deployment applies when an Airman's deployment order does not provide for return to the Permanent Duty Station (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.

2.6. (020502) - Storage in Transit (SIT) and Special Storage of HHG by a Service Member.

2.6.1. **(020502-B)** - SIT Allowances. The TO is designated to authorize/approve storage under this paragraph.

2.6.2. **(020502-C)** TDY/Deployment for 90 or more days/an indefinite period. Deployment storage requires commander's approval and unit Operations and Maintenance (O&M) funding using the following criteria:

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

2.6.2.2. Storage is not authorized if the member concurrently receives basic allowance for housing (BAH) in the commuting area of the PDS unless there is a documented mission requirement for the storage. **(T-0)**.

2.6.2.3. A written approval letter for storage, or orders/amendments approving storage, under this paragraph is to 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. **(T-0).**

2.6.3. 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 should include an endorsement by the member's commander. The TDY or deployment period need not be at just one location. However, to qualify for this storage, multiple TDY assignments or deployment are to be for more than 90 consecutive days. **(T-0).**

Chapter 3

HHG TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

3.1. (0513) Standard Allowances.

3.1.1. (0513) When members exhaust their JTR weight allowance, shipment of additional weight at government expense or by government arrangement is prohibited. (T-0). However, if the maximum government obligation has been exceeded but the member has not exceeded their weight allowance, shipment of remaining allowances is subject to excess cost.

3.1.1.1. (051301-D) Additional transportation. After issuance of a new PCS order, allowances under a prior PCS order cease to the current PDS, except as provided in JTR, paragraph (051301-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 should 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 051301-D). The appropriate shipping document is to be annotated to show “Paying Officer Review Requested.”

3.1.1.2. A member who has exceeded his/her weight allowance may release NTS that is currently under government control (NTS) to ship HHG to an authorized destination.

3.1.2. (0514) HHG weight. Requests for exception under this paragraph IAW [Table 5-37](#) may be submitted after receipt of excess weight notification and after the rebuttal and remission of debt process is complete. The member needs to justify that a significant financial hardship exists. The Secretarial process to request an exception is through the servicing MPF to AF/A1PA.

3.1.2.1. Permanent Change of Station (PCS):

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

3.1.2.3. To, from, and between outside Continental United States (OCONUS) areas. HHG shipment weight allowances are subject to JTR administrative limitations. Refer to <https://www.defensetravel.DoD.mil/Docs/AP-AW-01.pdf> 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.

3.1.3. (051304) PBP&E and required medical equipment (See [Attachment 6](#))

3.1.3.1. See PBP&E definition for member or employee and a member’s dependent spouse in JTR, Appendix A. Home school supplies and equipment do not qualify as spouse PBP&E. If an allowance for 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.

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

3.1.3.3. Entry in the remarks section of the DD Form 1299, *Application for Shipment and/or Storage of Personal Property* 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.

3.1.3.3.1. **Note:** Re-emphasize 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.

3.1.3.3.2. When a member declares PBP&E for himself/herself or for a spouse, it acts as certification that those items are necessary in the performance of their official duties. Such items needs to 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 the member.

3.1.3.3.3. Separately declare member and spouse PBP&E. PBP&E is 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”) is annotated on the HHG inventory prepared at the time of pickup. If a clear description is not evident, credit cannot be granted unless verified under [paragraph 3.1.3.2.5](#) 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 051404 [Table 5-39](#) applies. In either event, actual or constructive weights of each inventoried item is to be identified on the inventory. When certified scale weights are obtained for PBP&E that weight is to be used. **(T-0)**.

3.1.3.3.4. 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 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.

3.1.3.3.5. 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 should 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 when the TSP fails to annotate the Government Bill of Lading (GBL) or Bill of Lading (BL). The (J)PPSO/PPPO can use actual weight or construct weight of 7 pounds per cubic foot. See [Attachment 6](#). Refer questionable cases to Personal Property Activity Headquarters/Excess Cost Adjudication Function (PPA HQ/PPEX), email: hqppa.ecaf-adj@us.af.mil.

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

3.1.3.4.1. To qualify for shipment or storage of MARS equipment at government expense members is to provide a current MARS membership certificate.

- 3.1.3.4.2. Consult the Personal Property Consignment Instruction Guide (PPCIG) for restricted areas and country restrictions regarding transmitting equipment.
- 3.1.3.5. Air Force Band Equipment (Applies only to members): **(T-1)**.
- 3.1.3.5.1. To qualify band equipment as PBP&E, the member provides 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."
- 3.1.3.5.2. Personal stereo equipment and associated media are not PBP&E.
- 3.1.4. **(052002-F)** Consumable Goods. See [paragraph 10.3](#) for description of consumable goods. The use of extra HHG pickup provisions to pick up consumable goods directly from base commissaries or commercial grocery stores is permitted.
- 3.1.5. **(0517)** HHG expenses associated with shipping. Services provided for shipment or storage of such items is limited to those provided under TSP's tariffs or contractual provisions. **(T-0)**. 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.
- 3.1.6. **(051301-E)** HHG Lost, Damages, or Destroyed. The TO is the approval authority for this provision.

3.2. (051402) Exceptions to the Authorized Weight Allowance. (See Attachment 2 and 3)

- 3.2.1. **(051402-A)** Administrative weight limitations:
- 3.2.1.1. 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](#)
- 3.2.1.2. Review <https://www.defensetravel.DoD.mil/Docs/AP-AW-01.pdf> 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 identified on PCS orders.
- 3.2.1.3. 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 A3.1.3.2.2 \(T-0\)](#).
- 3.2.2. **(051402-E)** Higher weight allowances. Exceptions in [Attachment 2 and 3, Table A2.1 and A3.1](#) may apply. The Military Personnel Flight (MPF) annotates the authorized weight exceptions in member's special order.

3.3. (051301-C) Re-Transportation of HHG.

3.3.1. 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

3.3.2. Delivery from storage is not synonymous with the term reshipment. A long delivery from storage SIT can be made to an alternate or different destination for the member's convenience. The Government Bill of Lading IS NOT be terminated. The member agrees to be financially responsible for the excess cost for the distance exceeding delivery within the commander's authorized local (delivery) area (See [paragraph 10.5](#)). This applies to a member who selects a city to live outside the local delivery area or if the shipment cost exceeds the remaining maximum transportation obligation.

3.4. (0515) Transportation Methods.

3.4.1. (0515) Household Goods (HHG).

3.4.1.1. CONUS: Shipment is by surface mode.

3.4.1.2. OCONUS: Normally, shipment is made by a surface mode except to and from "Hardlift areas" Transportation Priority 4 (TP-4) areas, or when authorized or approved under the provisions of [paragraph 11.6](#) Shipments to hardlift areas, TP-4 areas, and those approved for airlift are always to be moved with preference given to Air Mobility Command (AMC).

3.4.1.3. **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

3.4.2. (051403) Unaccompanied Baggage (UB). **Note:** UB is part of the administrative HHG weight limitation.

3.4.2.1. 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 is required to 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.

3.4.2.2. 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. **(T-0)**. Separate shipment is authorized when required due to host country restrictions. Review PPCIG (Overseas).

3.4.2.3. UB weight entitlement is determined by adding member and/or dependent authorized weight IAW [Attachment 4, Table A4.1](#) However, per JTR, par. 051403 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.

3.4.2.4. Shipment of UB by Mail. Shipment of UB by parcel post or military official mail is authorized when it meets the member's requirements or is cost effective. UB should meet the specification of the U.S. Postal Service.

3.4.3. (051502) Personally Procured HHG Transportation. (See [Chapter 8](#))

3.5. (051402) Exceptions to the Authorized Weight Allowance.

3.5.1. (051402-F Table 5-38) Service member married to another service member or married to a civilian employee. When a military member is married to another military member (MIL to MIL) neither member can be considered a dependent of the other to increase any allowance including HHG weight. If no other dependent(s) exists, both are members without dependents in determining weight allowance.

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

3.5.1.2. 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.

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

3.5.1.4. 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 order is not authorized (54 Comptroller General Decision 847, *Transportation of Household Effects—Dual Rights B-181402*, 10 April 1975). <https://www.gao.gov/products/B-181402>. (T-0).

3.5.1.5. Military member married to a civilian employee. The civilian employee, if under a PCS order, is authorized appropriate JTR allowances. The member may also be authorized HHG shipment under a PCS order. (T-0). 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, 051402-F1 [Table 5-38](#)

3.5.2. (051504) HHG Improperly Transported or Misdirected. 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 should forward the shipment to the proper destination and provide a copy of the shipment justification to PPA HQ/PPEX, email: hqppa.ecaf-adj@us.af.mil, fax: (210) 321-4262. (See [paragraph 3.3](#) and JTR, par. 051504).

3.5.3. (0516) Transportation of items of extraordinary value.

3.5.3.1. Members contemplating shipment of expensive and valuable items should be counseled:

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

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

3.5.4. **(052101)** Transportation of HHG removed from a 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 is to provide the (J)PPSO/PPPO with a written copy of the TSP's assessment when applying for HHG shipment under this paragraph.

3.5.5. **(010302)** Duplicate payment and fraudulent claims. 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). (T-0). Dual HHG allowances are a form of a duplicate payment.

3.5.6. **(051302-B)** Effect of order issuance on HHG transportation. A letter-in- lieu-of-order is issued by the PCS orders issuing authority. (J)PPSO/PPPO personnel retains 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 an order is received. If the PPSO/PPPO does not receive the order within 60 days, the PPSO/PPPO inquires with the MPF. If an order has not and will not be issued, PPPOs will notify PPA HQ/PPEX via email at hqppa.ecaf-dj@us.af.mil to initiate billing action (DD Form 139, *Pay Adjustment Authorization*) against the member and forward to DFAS. **(T-0)**.

3.5.6.1. A Letter-in-Lieu-of-Order should contain an accounting classification.

3.5.6.2. **(051302-B4)** A letter-in- lieu-of-order cannot be issued for a separatee or retiree (AFI 36-3203, paragraph 1.6). **(T-1)**.

3.5.6.3. A member without dependents, stationed in CONUS, pending discharge because of non-judicial punishment is not authorized to use letter-in-lieu-of-order.

3.5.6.4. 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. **(T-0)**.

3.6. (051401) Authorized PCS Weight Allowances.

3.6.1. **(051402)** Exceptions.

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

3.6.3. The 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.

3.6.4. **Note:** A packing allowance as prescribed in **Attachment 5** is not authorized after weighing in this manner.

3.7. (051306) Excess Charges. (See **Chapter 12** for Responsibilities and Procedures).

3.7.1. (0518-B3) Non-temporary Storage (NTS).

3.7.1.1. 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.

3.7.1.2. Excess HHG weight in commercial non-temporary Storage (NTS) facilities. When excess weight situations become known, only after PPA HQ/ECAF recommendation should (J)PPSOs convert the overweight portion to the member's expense.

3.7.1.3. 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.

3.7.1.4. 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.

3.7.1.5. 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.

3.7.2. (051306-B Table 5-36) HHG Transportation in Excess of Authorized Weight Allowance. Excess cost includes accessorial preparation, drayage, warehouse handling, storage, line haul, port handling, and Military Sealift Command (MSC) or Air Mobility Command (AMC) charge (if applicable). Transportation counselors are to annotate in the counseling module of Defense Personal Property System (DPS) "Paying Officer Review." **(T-0).**

3.7.3. (051306-C) 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." **(T-0).**

3.7.4. **(051306-D)** Transportation of unauthorized items. 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.” **(T-0)**.

3.7.5. **(051306-E)** HHG transportation with special routing or services provided.

3.7.5.1. 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.

3.7.5.2. 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.

3.7.5.3. 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, a new PCS order is required before property may be shipped. Annotate in the counseling module of DPS “Paying Officer Review.”

Chapter 4

TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

4.1. Transportation Under Various Types of Situations.

4.1.1. **(052007)** 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.

4.1.1.1. **(052007-A)** PCS with a TDY en route or while on a TDY. The PCS line of accounting is used for all shipments except NTS.

4.1.1.2. Advocate the use of NTS for duration of the TDY to reduce the possibility of excess costs and to further allow a temporary storage entitlement at the new PDS.

4.1.2. **(052011-B)** Ordered from OCONUS PDS. Members returning for separation processing may use the AF Form 899 (PCS Order) to:

4.1.2.1. Place property in NTS.

4.1.2.2. 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 also includes the point to which such travel is intended. Shipments exceeding the authorized weight or distance are subject to the advance collection procedures described in [Chapter 11](#) of this supplement.

4.1.2.3. Shipment from Non-temporary storage is not authorized until the final separation order (AF Form 100) is issued. **(T-0)**.

4.1.3. **(052011 Table 5-50)** Ordered from a PDS OCONUS to the U.S. or to a non-foreign area OCONUS for separation processing with Home of Selection (HOS) authorized. Encourage a member returning for retirement processing to always exercise NTS unless they believe they are going to retire in the vicinity of the processing station or require a partial release to establish a residence. However, the member bears all excess cost for HHGs that are delivered at the processing station and later shipped to the members HOS.

4.2. **(052002) PCS HHG Transportation to, from, or between Locations OCONUS and to, from, or between Ships.**

4.2.1. **(052002-A Table 5-42, Item 1)** Transportation of HHG to a PDS OCONUS. The member may elect to ship HHG to a designated location limited in cost to a shipment to the OCONUS PDS 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 MPF is designated to authorize and/or approve these shipments.

4.2.2. **(052002-A Table 5-42, Item 2)** Ordered to a PDS OCONUS and is advised, in writing, that HHG transportation will be authorized within 20 weeks after the service member's port reporting month. HHG shipments may be sent directly to the OCONUS PDS 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.

4.2.3. **(052002-A Table 5-42, Item 4)** Shipment of HHG from NTS is 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. **(T-0)**.

4.2.3. **(052002-A Table 5-42, Item 6)** Ordered from a PDS in the CONUS to a PDS OCONUS to which HHG transportation is prohibited or restricted by service regulation, service member serving an unaccompanied tour, service member is serving a dependent restricted tour or 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 MPF.

4.2.3.1. Approval Criteria: non-temporary storage is authorized at government expense in lieu of shipment. Shipment to a designated location OCONUS should not be authorized when dependent travel is not applicable unless the HHGs are intended for use at the OCONUS destination by dependents who are already located at that point, or after completion of the current OCONUS tour of duty. The member states in writing his/her intention to establish a residence at that designated location upon separation or retirement (See JTR, par. 052013).

4.2.3.2. Single members and members serving an "all others" (dependents not authorized) tour are limited to the applicable UB 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](#)

4.2.3.3. 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.

4.2.3.3.1. 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 MPF.

4.2.3.3.2. 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 MPF is evidence that the SOFA agreement and customs have been approved by the follow-on location. A dependent travel order specifically authorizing shipment to the foreign OCONUS follow-on location is required. Careful review of the PPCIG is a necessity for shipment of UB to an OCONUS location for unaccompanied dependents.

4.2.3.4. Exceptions to utilize PCS allowances and receive advance assignment consideration are:

4.2.3.4.1. Relocation of dependents and/or HHG are authorized to the CONUS/non-foreign OCONUS follow-on location only. HHGs should not be shipped to the follow-on location at government expense unless the member or the member's agent can accept delivery upon HHG arrival at the follow-on location. A period of SIT not to exceed 90 days may be authorized as the intent of this program is to allow the dependents time to establish a residence at the follow-on location.

4.2.3.4.2. 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.

4.2.3.4.3. If denied continued occupancy of government owned or controlled quarters or privatized housing, dependents and HHG may be moved (local move only) as prescribed by JTR, section 0519.

4.2.4. **(052002-B, Table 5-45)** HHG transportation between PDSs OCONUS, from OCONUS to a ship, or between ships. If dependent travel is not involved, MAJCOM commanders are designated to authorize/approve shipments. This authority may be delegated to MPF.

4.2.4.1. Approval Criteria: non-temporary storage is authorized at government expense in lieu of shipment. Shipment to a designated location OCONUS should not be authorized when dependent travel is not applicable unless the HHGs are intended for use at the OCONUS destination by dependents who are already located at that point; or after completion of the current OCONUS tour of duty, the member states in writing his/her intention to establish a residence at that designated location upon separation or retirement (See JTR, par. 052013). Careful review of the PPCIG is a necessity for shipment of HHG to an OCONUS location for unaccompanied dependents.

4.2.5. **(052002-B Table 5-45, Item 3)** Ordered on a PCS from a PDS OCONUS to another PDS OCONUS to which HHG transportation is prohibited or restricted by service regulation, service member serving a dependent restricted tour and service members serving an unaccompanied tour at the new PDS. MAJCOM commanders are designated to authorize/approve shipments of HHG to any location outside the CONUS in situations other than described above. Approval Criteria: dependent travel to such location can be authorized/approved under JTR, par. 050809 or the dependents may already be residing at the OCONUS location. The PPCIG should be reviewed for shipments of HHG to OCONUS locations for unaccompanied dependents.

4.2.6. **(052002-E)** HHG transportation when performing a PCS from a location OCONUS or sea duty.

4.2.6.1. 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 the order. For new furniture shipments, the items are to be owned and manufactured before the effective date of the order to qualify for shipment by government arrangement.

4.2.6.2. The member, prior to departure from the OCONUS PDS, is required sign a DD Form 1299 agreeing to be responsible for all additional costs resulting from such shipments. **(T-0)**.

4.2.6.3. PPSO/PPPOs do not forward DD Form 1299 if the member has exceeded his/her 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. **(T-0)**.

4.3. (0519) Local Moves.

4.3.1. **(0519)** The local short distance move area is not defined by the local move contract.

4.3.1.1. **(051901)** Short distance move for a reassignment or PCS.

4.3.1.2. HHG movement between activities at the same PDS, or between PDSs located in proximity, requires the member to obtain the gaining activity commander approval in the grade of O-5 or above, or a civilian employee at the equivalent grade. 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 his/her new duty station does not constitute a requirement for movement of HHG movement.

4.3.1.3. PCS Code V (Low-Cost): When authorized by the gaining activity commander (O-5 or above), members requesting a low-cost move are authorized only a HHG shipment consisting of PBP&E from current PDS to new PDS, NTE \$1,000 in total PCS costs, as outlined in AFMAN 65-604, *Appropriation Symbols and Budget Codes*. Use the PCS line of accounting (LOA) contained on the travel orders.

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

4.3.1.5. 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 activity commander (O-5 or above) 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 constitute a requirement for movement of HHG. Use the PCS (LOA) contained on the travel orders.

4.3.1.6. Retain a copy of the commander's certification memo in the member's file. **(T-0)**.

4.3.2. **(051901-A)** Reassignment between activities at the same PDS or between PDSs located in proximity. Temporary storage for inter-city moves under JTR, section 0519 may be authorized in section 0518-A6.

4.3.3. **(051903)** Short-distance assignment or termination. (See [paragraph 6.2.5.1](#)) Members separating or retiring are limited to their weight allowance in [Table 5-37 \(T-0\)](#).

4.3.3.1. **(051903-B1)** Government quarters or privatized housing. 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 32-6000, *Housing Management*, housing management determines when assignment to housing is strictly for a member's convenience.

4.3.3.2. 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. **(T-0)**.

4.3.3.3. The cost of local moves, including the non-temporary storage of HHGs, should be charged to the operating funds of the organization making the housing assignment, regardless of member's service affiliation. The organization that controls the assignment of quarters is responsible for funding such moves regardless of the service affiliation of the individual being assigned.

4.3.5. **(051904)** Short-Distance Move When Vacating Local Private-Sector Housing. (See [paragraph 6.2.5.2](#)).

4.4. (052012) HHG Transportation Due to Separation from the Service or Relief from Active Duty.

4.4.1. **(052012-A)** HHG transportation and NTS. Use [Attachment 9](#) to counsel and document eligible HHG transportation allowances for members leaving the Air Force under the provisions of JTR par. 051002. 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.

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

4.4.1.2. Full JTR weight allowance IAW section 0514, [Table 5-37](#) 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.

4.4.1.3. When a member dies before exercising his/her entitlements, the dependents or other persons legally entitled are offered the same entitlements as the member.

4.4.1.4. Members who separate under JTR, par. 051002-J that serve less than the prescribed period of service (90%) are authorized a HHG shipment. The restrictions contained in par. 051002-J pertain to travel only. (Reference Block 19 on a separation order.)

4.4.2. **(052012-A2)** HHG transportation and NTS. 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 with read/delivery 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. **(T-0)**. Not later than 45 days before the NTS entitlement is due to expire, the (J)PPSO sends a certified letter to the member, and follow procedures outlined in the Defense Travel Regulation (DTR), Chapter 406, para C.13.

4.4.2.1. If the member elects to have their property continue in storage at the end of the 180 day authorized period, it is imperative to inform the member that the storage converts to his/her expense at a cost negotiated between the member and the NTS Transportation Service Provider (TSP). The TO should advise the member to negotiate with the contractor continuance of the lot at the government rate or a discounted 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. Member can apply for an extension of travel and transportation entitlements, which if approved, allows for release and shipment of the personal property to the applicable Home of Record (HOR) or Place Last Entered Active Duty (PLEAD). Shipment to any other place as specified in JTR, para 051002, is limited to the cost of transporting the member's maximum HHG weight allowance to the applicable HOR/PLEAD. **(T-0)**.

4.4.2.2. **(052012-A3)** 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 **paragraph. 6.1.9**.

4.4.3. **(052012-B-1 Table 5-51 Item 6b)** Service member is separating from the service or is being released from active duty and is required by appropriate authority to vacate government quarters, government controlled quarters or privatized housing. 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. 051902-B." Shipment is authorized to any point within the local commuting area. (JTR 0206)

4.4.4. **(052012-C)** Time Limit.

4.4.4.1. 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 email from the member, within the specified time frame, is acceptable. When an HHG transportation application is made within 180 days, HHG need to be turned over for transportation as soon as practicable after submission. The TO or designated representative determines the reasonableness on a case-by-case basis.

4.4.4.2. (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.

4.4.4.3. (051002-K) Time limitation for separation. PPA HQ/PPEC is the delegated authority to approve or disapprove requests for an extension of the basic 180 day entitlement.

4.4.4.4. 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.

4.4.4.5. All requests for extensions are to be fully documented and forwarded to PPA HQ/PPEC, email: hqppa.ecaf-ext@us.af.mil, fax: (210) 321-4263.

4.4.4.5.1. Extension requests forwarded to PPA HQ should contain a specific date for the new time limitation. Each extension equals 180 days (e.g., 2 extensions = 360 days) not to exceed 5 extensions. Due consideration is given to circumstances surrounding each member's request.

4.4.4.5.2. **Note:** See [paragraph 4.5.6.1](#) for guidance on viable, but not inclusive, qualifying justifications.

4.5. (052013) HHG Transportation in Connection with Retirement, Placement on the Temporary Disability Retired List (TDRL), Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay.

4.5.1. (052013-A) HHG Transportation and Storage. PPPO/PPSO prepares an AF Form 2473, *Home of Selection Travel and Transportation Entitlements*, in duplicate, prior to shipment or storage incident to retirement. AF Form 2473 and other supporting documentation are made available to the JPPSO/PPSO before processing shipment. Upload a copy of the AF Form 2473 to CPPPo and provide a copy to the member. AF Form 2473 may be obtained through AF publishing, reproduced locally, or produced from automated systems.

4.5.1.1. Home of selection is the place selected by the member under JTR, par. (051003).

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

4.5.1.1.2. (051003-B3) A shipment is authorized to a place outside the United States from which the member was called (or ordered) to active duty.

4.5.1.1.3. Any "other place" (applies to members not meeting the criteria in [paragraph 4.5.1.1.2](#)) 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.

4.5.1.1.4. **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.

- 4.5.1.1.5. If member chooses an HOS outside the United States as “other place,” no POV transportation entitlement exists unless HOR is an OCONUS location.
- 4.5.1.2. For a retired member, the HHG weight allowance is noted in JTR par. 051401 **Table 5-37**). The pay grade in which the member was serving on the last day of active duty is used.
- 4.5.1.3. For a member separated or retired under JTR, par. 052013, there is no authority to consign a shipment of HHG to an embassy or consulate.
- 4.5.1.4. For members separating or retiring under JTR, par. 052013, full weight allowance is authorized upon return from OCONUS.
- 4.5.2. **(0518)** Temporary storage. If temporary storage meets the requirements of JTR, section 0518-A2b, the destination PPSO is the appropriate authority to approve SIT.
- 4.5.3. **(051003-I1d)** Time limitations for retirement. PPA HQ/PPEC is the delegated authority to approve or disapprove requests for an extension of the basic 1 year. Due consideration is given to circumstances surrounding each member’s request.
- 4.5.4. **(052013-B)** Service member who is authorized HHG transportation to a HOS, is confined in or undergoing treatment at a hospital on the active duty termination date.
 - 4.5.4.1. Members who were undergoing medical treatment or hospitalization on the last day of active duty.
 - 4.5.4.1.1. Members who were undergoing substantially continuous treatment or hospitalization for the same or an associated condition.
 - 4.5.4.1.2. Extension is for 1 year after the date of discharge from the hospital or termination of medical treatment.
 - 4.5.4.2. Criteria: The original request for an extension of time limitation needs be supported by the following documents: **(T-0)**.
 - 4.5.4.2.1. The retirement or other pertinent order;
 - 4.5.4.2.2. A completed copy of the Medical Extension Request Validation (MERV). The MERV is to be completed by the member’s physician to include signature and medical stamp.
 - 4.5.4.3. Subsequent Extensions. Each subsequent request submitted requires an up-to-date MERV.
 - 4.5.4.4. Availability of medical resources or care. Extension requests are not to be disapproved solely upon availability of medical resources or care elsewhere.
- 4.5.5. **(052013-B)** Member Authorized Transportation to a HOS, is Confined In or Undergoing Treatment at a Hospital for any Period of Time during the 1-year period.
 - 4.5.5.1. Extension is limited to the period of hospitalization or medical treatment.
 - 4.5.5.2. Criteria: The retirement or other pertinent order supports the original and subsequent requirements for an extension of the time limitation.
 - 4.5.5.2.1. A completed copy of the MERV. The MERV is to be completed by the member’s physician to include signature and medical stamp.

4.5.5.3. Subsequent Extensions. Each subsequent request submitted requires an up-to-date MERV.

4.5.5.4. Availability of medical resources or care. Extension requests are not to be disapproved solely upon the availability of medical resources or care elsewhere.

4.5.6. **(052013-B)** Service member is authorized HHG transportation under par 051003-A and par 051003-B is undergoing education or training to qualify for transition into civilian employment on the active duty termination date.

4.5.6.1. 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 is supported by:

4.5.6.1.1. An applicable retirement or separation order.

4.5.6.1.2. An official statement by the registrar or other appropriate official of the educational institution, commercial concern, or place of employment for OJT. The statement is to 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 is required to be on a continuous basis. The member needs to attend 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.

4.5.6.1.3. **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.

4.5.6.1.4. Subsequent Extensions. Each subsequent education request can be an official or unofficial transcript or a letter from the registrar with the information identified in [paragraph 4.5.6.1.2](#)

4.5.6.2. **Non-Temporary Storage.**

4.5.6.2.1. Ninety days prior to the expiration, (J)PPSO advises the member by any communication available (i.e. email return receipt, mail, phone, DFAS, etc.) of the pending expiration date. The (J)PPSO will follow procedures outlined in the DTR, Chapter 406, para B-11. **(T-3)**.

4.5.6.2.2. If a member elects to have property continue in storage at the end of the 1-year authorized period, brief the member that the storage converts to his/her expense at a cost negotiated with the NTS contractor. Members are responsible for acquiring loss and 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 should be encouraged to apply for an extension of travel and transportation entitlements, which if approved, allows for release and shipment of personal property to the HOS. Shipment to any other place, as specified in JTR, par. 051003-A, is limited to the cost of transporting the member's maximum HHG weight allowance to the applicable HOS.

4.5.7. (052013-C) Other Deserving Cases. The member can submit an extension request to: PPA HQ/PPEC, via e-mail to: hqppa.ecaf-ext@us.af.mil. An explanation of the circumstances preventing completion of the final move within the time limit needs to be clearly stated. Include in the request the number of months an extension is required, a retirement or separation order and all documentation supporting the unusual circumstances such as:

Table 4.1. Common Justifications and Required Documentation for Extension Requests.

Reason For Extension & Documents Required (See Notes)	# of Extensions	
	HOS	HOR
Delay in selling/renovating/construction of retirement home. Statement from contractor or realtor stating the reasons for delay and approximate date of completion.	2	2
Child's Education. *Entitlement expiration date ends in the middle of a child's school year. Child entering high school during the one year post retirement. Both circumstances require a letter from the school indicating enrollment and grade.	*1/4	2
Child's Special Education. Only those with learning disabilities and the child is in a program established prior to retirement. Requires annual extension request with current individual education plan (IEP) assessments.	5	2
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	2
Immediate family member's severe illness (unexpected, serious, terminal). Medical Evaluation Request Validation form to be completed by physician.	5	2
Death in Family (immediate family, brother, sister, parent-in-law). Statement from the member with the circumstances and date of death.	1	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 and Defense Enrollment Eligibility Reporting System (DEERS) or Virtual Record of Emergency Data (VRED).	5	2
Retiree's/Separatee's job search. Letters from employment agencies, perspective employers, etc. ("Suitability" is not a consideration.)	2	2
Employment OCONUS. Employment is to be beneficial to the government (e.g., DoD contractor, civil service employee, etc.). Requires letter from employer indicating if a transportation agreement has been signed.	5	2
Legal/administrative proceedings that preclude member from moving within time limits (e.g., BCMR, divorce, custody hearings, etc.). Requires copy of document denoting proceedings.	5	2

<p>Member's Education. Adequate time to complete current term or able to graduate next term. Requires a letter from the school administer indicating date of enrollment, anticipated graduation date and course of study.</p>	<p>5</p>	<p>2</p>
<p>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."</p> <p>*1/4 Maximum of one extension for a child in the middle of the school year. Four extensions for a child in high school.</p> <p>HOS: Each extension equals 1 year and may not be extended for more than a total of 6 years (to include the first year after retirement) from the retirement date IAW JTR. Par (051003-I). (T-0).</p> <p>HOR: Each extension equals 180 days not to exceed 5 extensions. (T-0).</p>		

Chapter 5

TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

5.1. (0520) HHG Transportation Related to Categories of Travel.

5.1.1. (051402-C) Exceptions to administrative weight limitations. Table of weight allowances, JTR, par. 051401, **Table 5-37** applies with the exception of those areas where administrative weight is applicable. (See <https://www.defensetravel.DoD.mil/Docs/AP-AW-01.pdf>) Members assigned to weight restricted areas may request a weight exception upon next PCS in accordance with **Attachment 2 and 3**.

5.1.2. (052002-A3) PDS to which dependent travel is authorized changed to dependent restricted tour PDS. Installation commanders are designated to authorize/approve HHG shipment under JTR, par. 052002 **Table 5-44** items 2 and 3. (See AFI 36-3020, *Family Member Travel*). (T-0).

5.1.3. (052009-C) HHG Transportation due to a court-martial or administrative discharge under Other than honorable conditions for a service member with a dependent stationed in the 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. (T-3).

5.1.4. (052002-F) Consumable goods. 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 (IPCOT) of Air Force personnel assigned to the Defense Attaché System. (See <https://www.defensetravel.DoD.mil/Docs/AP-CG-01.pdf>)

5.2. (052010-C) HHG Transportation When a Service Member is Officially Reported as Injured or Ill, Absent for 30 or More Days in a Missing Status, or Upon Death.

5.2.1. (052010-C3) Limitations. See **paragraph 4.5.3** for extension procedures.

5.2.2. (Table 5-48) When_Authorized. See **paragraph 7.10.2.2**

5.2.3. (052010-C4) Storage.

5.2.3.1. (052010-C4) 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.

5.2.3.2. (052010-C1) Absent for a period of 30 days or more in a missing status.

5.2.3.2.1. Important: This item refers to JTR Table 5-49, 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 4.5.4.

5.2.3.2.2. Criteria: Extension of the non-temporary storage allowance requires a written statement from the appropriate casualty assistance office, indicating the status of the member remains within the purview of the Missing Persons Act. **(T-0)**.

5.2.4. (052010) Administrative Instructions.

5.2.4.1. The Mortuary Affairs Officer (MAO) is the primary point of contact for matters involving the death of a member. (See AFI 34-501, *Mortuary Affairs Program*)

5.2.4.2. Upon notification of a member's death, the appointed mortuary officer, summary court officer, and the MAO coordinate the movement and storage of the deceased member's HHG. **(T-0)**.

5.2.4.3. Appropriation chargeable. When appropriations are not quoted in an authorizing document, obtain the applicable appropriation from the local comptroller. **(T-0)**.

5.2.4.4. Mark code word "BLUEBARK" on all shipping documents and crated shipping containers. **(T-0)**.

5.2.4.5. Mark shipment documents "Direct Delivery Prohibited." The responsible origin shipping office (J)PPSO ensures that all shipment documents are marked "Direct Delivery Prohibited." **(T-0)**.

5.2.4.6. The responsible shipping office advises the destination of impending BLUEBARK shipment by all means to include telecom and electronic means.

5.2.4.7. The responsible destination (J)PPSO coordinates delivery and inspection with the authorized receiving agent.

5.3. (051205-C) 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.

5.4. (052005_ - HHG Transportation ICW Early Return of Dependents.

5.4.1. **(052005-B3)** - HHG Transportation from a Location OCONUS due to a Personal Situation.

5.4.1.1. **(052009)** - HHG Transportation When PCS is in Connection with Disciplinary Action

5.4.1.2. Installation Commanders are designated to authorize/approve return HHG shipment under JTR, par. 052005-B3, under the same circumstances as for return transportation of dependents under JTR, par. 050804. This authority applies to return of HHG from the member's OCONUS PDS. (See AFI 36-3020)

Chapter 6

HOUSEHOLD GOODS STORAGE

6.1. (0518) HHG Storage.

6.1.1. (0518-A) SIT. Departing personnel should be thoroughly briefed on their responsibility to promptly notify the Transportation Service Provider (TSP) when they arrive at destination.

6.1.1.1. 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 Direct Procurement Method (DPM) contract. (T-0).

6.1.1.2. Personal property remaining in origin SIT beyond storage authorization is converted to member's/employee's expense. TSP bills for origin services and GBL Correction Notice is issued for "origin services only," no line-haul or destination service performed. Do not terminate the GBL. The member is entitled to a line-haul to destination provided the order is valid. DPM contractors invoices for origin services. Member is to coordinate storage payment directly with TSP. (T-0).

6.1.1.3. 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.

6.1.1.4. 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. 051302-D), or if the member requests a shipment under the chain-of-orders concept.

6.1.1.5. Members separated in a non-pay status could also face situations wherein approved temporary storage expires before the shipping allowances expire (e.g., 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.

6.1.2. (0518-A1) First 90 days of storage. Advise the member that temporary storage is an allowance contingent upon necessity. Do not arbitrarily advise the member of an automatic allowance 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 allowances.

6.1.3. (0518-A2) Second 90 days of storage. Ensure member provides justification to warrant an extension for conditions beyond their control. PPPOs are to assist members with completion of DD Form 1857, *Temporary Commercial Storage at Government Expense*, justification letter and supporting documentation and forwarding to responsible (J)PPSO.

6.1.4. **(0518-A3)** Storage after first 180 days. See JTR, 0518-A3a and b. Approval and denial authority for shipments in temporary storage beyond 180 days is delegated to the appointed TO at the shipping office. Questionable and problematic cases may be forwarded to ppahq.ppec.customerservice@us.af.mil.

6.1.4.1. **(0518-A3a)** 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 TO at the (J)PPSO is designated to authorize or approve additional storage under JTR, section 0518-A3a. Criteria to consider when approving SIT:

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

6.1.4.1.2. 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.

6.1.4.1.3. Requests need to 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 NTE an additional 90 days.

6.1.4.2. **(0518-A3b)** Additional storage under circumstances beyond member's control. Approval criteria for shipments in temporary storage over 180 days are as follows:

6.1.4.2.1. 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 is to be on the active government quarters waiting list.

6.1.4.2.2. 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.

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

6.1.4.2.4. 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.

6.1.5. Conversion to member's expense. Temporary storage is terminated at 2400 hours on the final day of approved storage then the account converts 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. **(T-3)**.

6.1.5.1. 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 can pay for delivery services at government expense.

6.1.5.2. Conversion to member's expense is the (J)PPSO's responsibility.

6.1.6. **(0518-A10)** Temporary Storage Converted to NTS. The (J)PPSO is the designated approval authority for converting SIT at origin to NTS. This can also apply to SIT ICW a PPM.

6.1.7. **(0518-A4)** HHG partial lot withdrawal and delivery from temporary storage. The (J)PPSO/TO 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. **(T-0)**.

6.1.8. **(0518-A6)** Short distance moves, inter-city moves. Approval or authorization for storage under this paragraph is the same as identified in JTR, par. 051901-A. Approval authority for retirees and separatees in this paragraph is the (J)PPSO.

6.1.9. **(0518-A9a)** SIT for HHG transported from NTS. 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, TOs may authorize SIT contingent upon necessity IAW par. (0518-B).

6.2. (0518-B) Non-Temporary Storage (NTS).

6.2.1. **(0518-B2)** 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 members OCONUS who select a home in or near the OCONUS duty station and have a home of selection shipping allowance.

6.2.2. **(0518-B2)** 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. **(T-0)**.

6.2.3. **(0518-B5)** NTS as an alternative to transportation. The TO is the designated approval authority:

6.2.3.1. When a cost comparison indicates NTS for the contemplated period of the new assignment is equal to or of less cost than shipment of the same property to the new duty station. See [Attachment 7](#) for cost comparison worksheet.

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

6.2.3.3. PPA HQ is the determining authority in all other and questionable cases.

6.2.4. **(0518-A9)** NTS converted to temporary storage. This allowance applies only to the removal of HHG from NTS for line-haul shipment under the same order for which HHGs were placed in NTS. The TO is the designated approval authority. A DD Form 139 is to be initiated to collect storage charges in excess of 180 days unless additional storage is authorized under JTR, section 0518. Ensure copies are available in the applicable records imaging system. **(T-0)**.

6.2.5. **(0518-B7)** NTS incident to occupancy of government/government-controlled quarters or privatized housing and incident to vacating local private sector housing. This applies to CONUS and OCONUS areas. A letter authorizing drayage and storage at government expense a fund citation provided by the housing or billeting officer.

6.2.5.1. **(0518-B7)** Incident to occupancy of government or government-controlled quarters or privatized housing.

6.2.5.1.1. 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 funds 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 are to 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 letter and funding for the items authorized for NTS at origin.

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

6.2.5.1.3. The member prepares 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.

6.2.5.1.4. 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.

6.2.5.1.5. 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.

6.2.5.2. **(0518-B9)** 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.

6.2.6. **(0518-B11)** 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. **(T-1)**.

6.2.7. **(0518-B4)** Time Limits.

6.2.7.1. **(052010-C4b)** Termination of allowance. When a member is missing or absent for a period of more than 30 days, PPA HQ/PPEC is designated to authorize extensions under this provision.

6.2.7.2. Termination of Allowance. 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 active duty, 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 (61 Comp. Gen. 180 (1981)). **(T-0)**.

Chapter 7

POV TRANSPORTATION AND STORAGE (SERVICE MEMBERS)

7.1. (052901) Shipment of a POV at Government Expense. (052901-A2) The local MPF authorizes or approves POV 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 MPF 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. (T-0).

7.2. (052902) Shipment of a POV by the Service Member. There is no authority for a PPSO to arrange for shipment of a member's POV under this paragraph. Arrangement and reimbursement for a member's POV is between the MPF, Financial Services Office (FSO) and member.

7.3. (0530) SHIPMENT OF A POV OCONUS

7.3.1. (053001-A) Eligibility.

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

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

7.4. (053001) Authorized Shipment of a POV at Government Expense.

7.4.1. OCONUS tour of duty in excess of 1 Year. The POV is to 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 requires that the member have a minimum of one year remaining on the current tour at the time of vehicle turn in at the VPC/port. (T-0).

7.4.1.1. 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 TO.

7.4.1.2. OCONUS tour of duty for 1 year or less. The POV is required to be delivered to the VPC/port within 30 days after departure of the member from the member's last PDS. (T-0).

7.4.1.3. Transportation of POV incident to a PCS involving inter-theater assignments.

7.4.1.3.1. 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

7.4.1.3.2. 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.

7.4.2. **(053002)** POV transportation when transportation to the PDS OCONUS is not authorized.

7.4.2.1. MAJCOM/A4Rs or the PPA HQ in the absence of a MAJCOM/A4R, is the determining authority under JTR, par. 053002-B1, when the shipment is not related to the travel of dependents. The member affirms 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 requires a detailed justification and clearly identify who is to accept the vehicle. **(T-2)**.

7.4.2.2. For shipments under JTR, par. 053002-B3, the member is responsible for all costs related to payment of customs, import duties, etc. **(T-0)**.

7.4.3. **(053003)** Replacement POV shipment. MAJCOM and Separate Operating Agencies (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 7.3.1.1 and 7.4.1](#) do not apply. However, approval for members with less than one year remaining requires strong justification. This section pertains to shipment of POVs from CONUS to the OCONUS station.

7.4.3.1. 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, needs to meet the below criteria. **(T-0)**.

7.4.3.2. The vehicle is to 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 requirement in par. 053003-A.

7.4.3.3. 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.

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

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

7.5. (053001-B1) Location Points Authorized for POV Transportation. 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.

7.6. (053001-B) Allowances.

7.6.1. **(053001-B)** Restriction, prohibition, or suspension to a member's OCONUS PDS. See DTR, Part V, Customs and PPCIG.

7.6.2. **(053001)** Reimbursement for personally procured transportation of POVs obliges members to meet the requirements of JTR, 053001-B1 **Table 5-64** If POV is transported on foreign registered TSP, statement of non-availability of U.S. flag TSP is required. **(T-0)**.

7.6.3. **(053001-B2)** Excess POV transportation costs. Size restrictions for POV shipment is 20 Measurement Tons (MT). The formula for determining the measurement 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. **(T-0)**.

7.6.4. Members requesting shipment of an oversized POV for medical reasons are directed to send requests through the Installation Surgeon General and MPF. The member's PCS order should include a statement authorizing shipment of an oversized vehicle for medical purposes.

7.7. (053001-B3) Port or Vehicle-Processing Center (VPC) Used.

7.7.1. The designated port for allowance purposes is the United States Transportation Command (USTRANSCOM) controlled VPC nearest to the current and next PDS or a VPC in between the old and new PDS. See Global POV Contract for identification of ports that have service between the shipping and receiving points.

7.7.2. **(053001-B3d)** Alternate Ports/VPCs.

7.7.2.1. For allowance purposes, shipments to/from a port located in a different country than the designated port's country, requires PPA HQ approval.

7.7.2.1.1. Exception: SAF/MRM has granted approval for AF members in Europe to ship from any European port provided members pay any excess costs.

7.7.2.1.2. 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.

7.7.2.1.3. Any request forwarded requires a recommended MAJCOM 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.

7.7.2.2. Other than designated shipping port usage within the CONUS. The member is to be advised of the responsibility for any excess cost for use of a port/VPC other than a designated port/VPC.

7.7.3. **(053001-B3)** Transshipment from a Designated Port. PPA HQ is designated to make determinations on these requests.

7.8. (053001-B Table 5-65) Factors Affecting POV Transportation OCONUS. (053001-B **Table 5-65** Item 2) Transportation of POV may be deferred. EXAMPLE: Member PCS'd from Andrews AFB, MD, to RAF Mildenhall, UK, in 2010 and did not use the allowance to ship a POV. In 2013, the member PCS'd 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.

7.9. (053001-B) POV Transportation Under Special Circumstances.

7.9.1. **(053001-B11)** Reassignment from accompanied PDS to unaccompanied PDS OCONUS before POV is transported. This paragraph authorizes inter 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. 053002-B2.

7.9.2. **(0531)** POV shipment and storage when service member reported as ill, injured, absent for a period of 30 or more days in a missing status or dead.

7.9.2.1. A POV is not to be shipped or released from storage 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. **(T-0)**.

7.9.2.2. DD Form 1300, Report of Casualty, or documents listed in AFI 34-501, may be used to support the procurement for shipment. Also, the dependent travel order may be used if travel of dependents is applicable.

7.9.2.3. Commercial "drive-away" service is not to be used for overland shipment of POVs. **(T-0)**.

7.9.2.4. 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 should be annotated on the travel authorization and appropriate transportation documents.

7.9.2.5. Utmost consideration is to be given to the Next of Kin (NOK) needs when determining the method of shipment.

7.10. (053001 Table 5-65) Factors Affecting POV Transportation OCONUS.

7.10.1. **(053001-B Table 5-65 Item 5)** An eligible service member is separating from the service or being relieved from active duty. A member who is separated with allowance to travel pursuant to JTR, par. 051002, 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:

7.10.1.1. The home of record or place of entry is so located as to authorize transoceanic shipment as defined in JTR, pars. 053001-A, [Table 5-64](#), and [053001-B3](#)

7.10.1.2. 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 4.4.4.3](#))

7.10.1.3. The provisions of JTR do not prohibit the shipment, per JTR, par. 053001-B, Restriction, Prohibition, or Suspension to a Member's OCONUS PDS.

7.10.1.4. 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.

7.10.2. **(053001-B Table 5-65 Item 6)** An eligible service member retires or is placed on the temporary disability retired list, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay.

7.10.2.1. A member who is retired with allowance to travel pursuant to JTR, par. 051003-A2, may, under certain circumstances, be authorized to ship a POV. POV shipment is authorized to a port/VPC nearest the home of selection, provided:

7.10.2.2. Home of selection (HOS) is so located as to authorize transoceanic shipment as defined in JTR, pars. 053001-A, **Table 5-64**, and **053001-B3** A member whose HOS is “any other place” does not have a POV shipping entitlement as defined in JTR, par. 051003-A1. A member who retires from a CONUS PDS and selects an OCONUS location is not authorized a POV shipment to OCONUS location.

7.10.2.3. 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, training or other deserving cases. See **paragraphs 4.5.3, 4.5.4, 4.5.5, and 4.5.6 (T-0)**.)

7.10.2.4. Member understands that he/she is 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.

7.11. (053001-B7) Responsibility for POV after Delivery. Except as authorized in JTR, sections 0531-B3 and 0532, storage of a POV at government expense or by government arrangement is NOT AUTHORIZED. **(T-0)**. The only exception is free holding time at the Water Port of Embarkation (WPOE)/Water Port of Debarkation 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).

7.11.1. **Note:** For further POV information, guidance and reference, please see: <https://www.pcsmypov.com/>, https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf, or https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf.

7.12. (0532) POV Storage

7.12.1. **(0532-A) Eligibility.**

7.12.1.1. **(0532-A1)** The PPCIG is to be used to determine if the member’s requirements of JTR, section 0532-A1a is applicable.

7.12.1.2. **(0532-A1b)** A line of accounting funding POV storage is required on the TDY order. **(T-0)**. 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 Military Personnel (MILPERS) account IAW AFI 36-2110, *Total Force Assignments*.

7.12.2. **(0532-B4b)** 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.

7.12.2.1. 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 POV storage are to be fully documented (i.e. itemized list of work, cost, dealer certification etc.) and forwarded to PPA HQ/PPEC via email: ppahq.ppec.customerservice@us.af.mil.

7.12.2.2. 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.).

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

7.12.2.4. Restrictions imposed by foreign countries applies to all US POVs manufacturer original factory vehicle configuration. Storage requests for vehicles that met host nation entry requirements and were subsequently modified or customized by the owner and are no longer in compliance, will not be approved. (T-0).

7.13. (0532-B3) Storage Facilities Used. (See paragraph 7.12.1.2.)

7.13.1. 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 available at <https://www.ustranscom.mil/dbw/docs/FY19%20Global%20POV%20Rates%20and%20Definitions.pdf>.

7.13.2. Commercial facilities are defined as those businesses that offer vehicle storage to the general public. Storage facilities located on a military base and charge for storage are considered a commercial facility. A residential garage, spare room, shed or a private lot/yard is not a commercial facility. (T-0).

7.14. (0532-B11b) Excess Storage Costs.

7.14.1. Members exceeding authorized time limit are required to pay excess costs pertaining to monthly storage charges. For members not remaining in a pay status, the POV contractor should collect prior to releasing the vehicle to the member. For members remaining in a pay status the POV contractor completes a DD Form 139, Pay Adjustment Authorization, and remits to PPA HQ/ECAF at hqppa.ecaf-adj@us.af.mil.

7.15. (0532-B11) Continued POV Storage.

7.15.1. Storage at government expense terminates not later than 90 days after TDY completion. (T-0).

7.15.2. A member separated from the Service or relieved from active duty who has a POV in storage under JTR, section 0532 is authorized continued POV storage until the 180th day after the active duty termination date, unless specifically prohibited in par. *051002. 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](#)

7.15.3. 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 section 0532, 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. 052013 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 PPA HQ/PPEC IAW [paragraph 4.5](#)

Chapter 8

PERSONALLY PROCURED MOVEMENT OF HOUSEHOLD GOODS

8.1. 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. This method allows members to personally procure HHG transportation and/or NTS when they have an allowance 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 a PPM. **(T-0)**. Personally procuring transportation and/or NTS of HHG allows for:

8.1.1. Reimbursement of actual cost incurred when government transportation is not available and directed by the TO to personally procure transportation for weight moved up to the member's maximum authorized weight allowance.

8.1.2. 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

8.1.3. A monetary allowance equal to 95% of the GCC for weight moved up to the member's maximum authorized weight allowance.

8.1.4. 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 [paragraph 8.1.2](#), not to exceed 100% of the GCC.

8.2. PPM Procedures. The PPPO/PPSO provides information to members on the methods and procedures for performing a PPM. Counselors advise members that they may elect any of the reimbursement methods above, either as a full PPM or in conjunction with a government arranged move. PPPO/PPSO can assist with preparation of a DD Form 2278, *Application for Do It Yourself Move and Counseling Checklist*.

8.2.1. **(051501)** Government-Procured HHG Transportation.

8.2.1.1. **(051502-B)** Government transportation office not available. 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 and storage up to the member's maximum authorized HHG weight allowance. The (J)PPSO issues a letter of non-availability to the member regardless of the member's service affiliation. **(T-0)**. A template for a letter of non-availability is located at [Attachment 11](#).

8.2.1.2. When government transportation of HHG/NTS cannot be procured to honor a member's primary or alternate shipment dates due to TSP capacity constraints (e.g., blackout dates or saturation), (J)PPSO forwards a copy of the letter of non-availability to ppahq.ppec.customerservice@us.af.mil. PPA HQ retains letters of non-availability and notify AF/A4LR to ensure systemic challenges are addressed. **(T-0)**.

8.2.1.3. **(J)** PPSO coordinates with the responsible PPPO immediately after directing the member to personally procure transportation and/or NTS of HHG. PPPO generates a DD Form 2278 under JTR, par. 051502-B for actual cost reimbursement. **(T-0)**.

8.2.1.4. This method can be extremely costly and should only be applied in circumstances where (J)PPSO has exhausted all possible avenues for transportation or NTS.

8.2.1.5. Advance authorization. The member may be provided an advance equal to the constructed expenses for transportation (JTR, par. 051502-G) to ship the member's HHG not to exceed the member's JTR weight allowance. The member is required to provide a copy of the carrier's estimated expenses to the PPPO/PPSO. **(T-0)**.

8.2.1.6. **(051502-B1)** 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. **(T-0)**.

8.2.2. **(051502-C)** Government procured transportation is available but not used. The GCC includes all authorized charges that would have been used to procure government contractual services outlined in the applicable USTRANSCOM 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. **(T-0)**.

8.2.2.1. **(051502-C1)** Actual expense method. 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. Payment of an accessorial is in addition to the authorized reimbursable expenses under the provisions of JTR, par. 051502-E1c.

8.2.2.1.1. **(051502-G)** Advance of funds. The member may be provided an advance 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.

8.2.2.2. **(051502-C2)** Monetary allowance method. 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 authorized when the JTR criteria is met. A descriptive list of requested accessories is provided to the PPPO/PPSO at the time of counseling. This list is authorized/approved by the TO or designated representative. Attach a copy of the approved accessorial list to the DD Form 2278 and retain a copy in member's case file.

8.2.2.3. **(051502-G)** Advance of funds. 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.

8.2.2.4. **(051502-C1b)** 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 not to exceed the member's weight allowance. Payment of monetary allowance is not authorized. **(T-0)**. The GCC is computed in accordance with JTR, par. 051502-C1a.

8.2.2.5. **(051502-C1b)** Temporary storage. The JTR limits temporary storage reimbursement to authorized expenses incurred not to exceed the GCC for actual weight stored and not to exceed the member's JTR weight allowance.

8.2.2.5.1. 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 from the PPPO/PPSO. If approved, the PPPO/PPSO documents the approval using DD Form 1857 in 90-day increments IAW established SIT criteria outlined in the JTR, AFI 24-602 V4 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. **(T-0)**.

8.2.2.5.2. Temporary storage reimbursement is limited to the first day and each additional day of SIT. **(T-0)**. A member may be reimbursed for warehouse handling and delivery out provided receipts indicates services were performed.

8.2.2.5.3. In order to qualify for temporary storage reimbursement, the HHGs need to be physically removed from the vehicle and placed into a commercial warehouse if a commercial carrier was used to transport the property. An invoice or contract containing the name and address of the commercial facility is required. 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 PPMs using portable moving and/or storage containers, household goods do not need to be removed from the container. However, temporary storage is to be reimbursed when the container is stored at the company's storage center/facility and not at the member's origin or destination residence. As an incentive to employ the portable container company, many companies advertise an initial period of storage at no charge to the member, Temporary storage at the company's storage facility during the "no charge" period cannot be reimbursed. **(T-0)**.

8.2.2.5.4. A member is authorized to extend rental vehicle contracts in lieu of SIT to facilitate direct delivery to residence. Reimbursement is actual cost not to exceed government constructive cost. Monetary allowance payment is not authorized. Use 400NG, Item 185B (Destination) to reimburse SIT on a rental vehicle. Items 185A-SIT 1st Day, 210A-SIT Pup/Del, and 225A-P/D Self/Mini Storage do not apply. **(T-0)**.

8.3. (0518-B) Non-Temporary Storage (NTS). Storage facilities authorized for 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, garage, shed or on a private lot/yard does not constitute storage at a commercial facility. **(T-0).** A storage facility located on a military base whereby renters are required to pay for storage of their personal property does meet the requirements of a storage facility as noted in this paragraph.

8.3.1. The PPPO/PPSO are required to 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). **(T-0).**

8.3.2. Members can obtain an advanced operating allowance under 8.2.2.1.1. or 8.2.2.2.1. (packing, handling in, drayage in, and storage rates apply).

8.3.3. Members can receive reimbursement/monetary allowance for the initial services of personally procuring storage under 8.2.2.1. or 8.2.2.2. This may include packing, handling in, drayage in, and storage as applicable.

8.3.4. If the member receives reimbursement/monetary allowance for the initial storage, packing, handling in and drayage in, do not include the same services when finalizing payment. **(T-0).**

8.3.5. Members may elect to receive payment for storage in quarterly increments or receive a complete pay out of all services performed at the end of the authorized storage period (packing, handling in, drayage in, storage, handling out, and drayage out rates apply) under 8.2.2.1. or 8.2.2.2. **(T-0).**

8.3.5.1. The member submits paid storage receipts and applicable order to the servicing PPPO/PPSO for payment. **(T-0).**

8.3.5.2. The PPPO/PPSO computes the storage charges using the monthly storage rate times the number of months paid by the member. **(T-0).**

8.3.5.3. PPPO/PPSO completes by determining the reimbursable or monetary allowance amount. **(T-0).**

8.3.6. **(020503-B)** 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 8.1.1, 8.1.2, or 8.1.3](#)

8.4. Counseling. It is imperative that members in receipt of orders, obtain counseling and authorization for their moves. Opportunities exist for the member to be counseled in preparation for a PPM either in person at a PPPO/PPSO, or at <http://www.move.mil>. Counseling is highly encouraged for members electing to perform PPMs ICW a PCS with a TDY en route. **(T-0).**

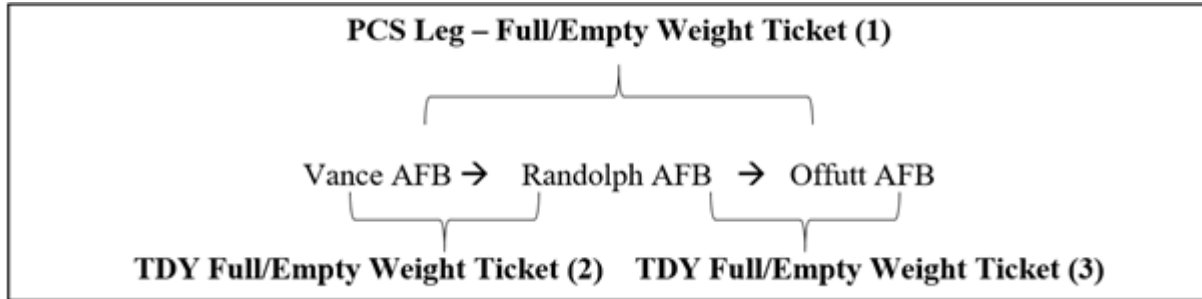
8.4.1. Origin PPPO/PPSO completes DD Form 2278, blocks 1-10c., using applicable rates outlined in the applicable USTRANSCOM tender, DPM contract or NTS Tender of Service (TOS) at point of origin. For local moves, the PPSO/PPPO is to use the applicable local move contract rate. **(T-0).**

8.4.1.1. Origin PPPO/PPSO prepares two DD Form 2278s for a round-trip TDY. **(T-0).**

8.4.1.2. Origin PPPO/PPSO prepares the applicable number of DD Form 2278s for a PCS with a TDY en route. **(T-0).**

8.4.1.3. Origin PPPO/PPSO informs the member that an individual set of weight tickets are required for each segment of their PCS with a TDY en route. **(T-0).** **EXAMPLE:** Member is to PCS from Vance AFB to Offutt AFB with a TDY en route to Randolph AFB. Three complete sets of weight tickets are required.

Figure 8.1. Required Weight Tickets Example.



8.4.2. Origin PPPO/PPSO advises the member that computation of any reimbursement and/or monetary allowance is only an estimate based upon the estimated weight provided and the ‘best value’ methodology. **(T-0).**

8.4.3. Origin PPPO/PPSO advises the member where to locate government or commercial scales. **(T-0).**

8.4.4. Origin PPPO/PPSO informs the member that tare and gross weight tickets, as described in [paragraph 8.13.1](#), are mandatory and required for final processing of reimbursement and/or monetary allowance payment. **(T-0).**

8.4.5. Origin 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. 051306. **(T-0).**

8.4.6. Origin PPPO/PPSO advises the member on the types of vehicles and equipment authorized for moving their property and which are classified as HHG. **(T-0).**

8.4.7. 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. **(T-0).**

8.4.8. PPPO/PPSO advises the member that FSO pursues collection action to recoup any advanced operating allowance received if PPM requirements have not been completed. **(T-0).**

8.4.9. PPPO/PPSO advises the member that he/she is responsible for coordinating SIT and payment directly with the storage facility. The member may request reimbursement Not to Exceed (NTE) 90 days. Reimbursement is based upon actual days of storage utilized. **(T-0).**

8.4.10. Advise the member that prior to reimbursing for temporary storage, the circumstances 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. **(T-0).**

8.4.11. PPPO/PPSO advises the member, for a PPM where loading of personal property is to be at a commercial contracted NTS facility, a legible copy of the storage contractor's inventory is to be used by the member to check for loss or damage at the time of pick-up. If damage exists or if an item is missing, a Notification of Loss or Damage at Delivery, is prepared. Both parties (member and warehouseman) signs and date the Notification of Loss or Damage at Delivery. Each party is to retain a legible copy for their respective files. If there is no indication of loss or damage at the pick-up point, the member assumes all responsibility for loss or damage. **(T-0)**.

8.5. Vehicles and Equipment. There are no restrictions as to the type of POV or equipment used, however, use of a privately owned airplanes is not an authorized method.

8.5.1. A member who uses a personally owned utility trailer may claim the weight of the utility trailer only once in the net weight. Associated trailers, as defined in the JTR, Appendix A, Household Goods, (B-8), constitute HHG and the weight may be included in the net weight.

8.5.2. The member or member's dependent is to have owned the trailer prior to the effective date of the PCS or TDY order. **(T-0)**.

8.5.3. Automobiles, trucks, vans and similar motor vehicles, airplanes, mobile homes, camper trailers, horse trailers, and farming vehicles are not HHG as defined by the JTR, Appendix A, household goods and the weight of these items should not be included in the PPM weight. **(T-0)**.

8.5.4. 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. **(T-0)**.

8.5.5. 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.

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

8.5.7. If driver and/or passengers are in the vehicle at the time of tare weighing, they are also required to be in the vehicle at the time of gross weighing. **(T-0)**.

8.6. Shipment Weight. Weight tickets that do not contain all increments of data in accordance with 8.11.1.1. but appear valid and reflect the actual weight moved, are to be processed for a monetary allowance when verified by the PPPO/PPSO. **(T-0)**.

8.6.1. The TO may authorize/approve the use of a constructed weight prior to the performance of the PPM when circumstances listed in JTR, par. 051502-D apply. When PPSO/PPPO operations are contracted, the Functional Director or Quality Assurance Evaluator (QAE)(government personnel) having oversight of the contracted operations, certify use of a constructed weight. For example:

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

8.6.1.2. Scales are not available. (i.e., to/from/between government quarters)

8.6.1.3. Public and government scales are closed because of time of day or holiday.

8.6.2. Prior to approving the use of a constructed weight for shipments described above, PPPO/PPSO obtains a properly completed inventory of property. PPPO/PPSO may use and print the weight estimator from <https://move.mil/resources/weight-estimator>. This establishes constructed weight.

8.6.3. When a member does not obtain weight tickets, the PPPO/PPSO may authorize/approve the use of a constructed weight. Reimbursement is limited to authorized expenses incurred NTE the GCC for the constructed weight of HHG transported but NTE the member's JTR weight allowance. Monetary allowance option (95%) is not authorized for personally procured shipments without weight tickets. The following documentation is required: **(T-0)**.

8.6.3.1. Weight estimator requires the member's signature and the following statement: "I certify the listed property was transported during the move. I understand that the penalty for willfully making a false or fraudulent statement of claim is a maximum fine of \$10,000, maximum imprisonment of five years, or both (18 U.S. Code § 287)." **(T-0)**.

8.6.3.2. Weight estimator requires certification by the PPPO/PPSO. When PPSO/PPPO operations are contracted, the Functional Director or QAE (government personnel) having oversight of the contracted operations certifies use of constructed weights. **(T-0)**.

8.6.3.3. A letter from the member explaining the reason weight tickets were not obtained. **(T-0)**.

8.6.3.4. A signed DD Form 2278. **(T-0)**.

8.6.3.5. A legible copy of applicable travel orders to include all amendments. **(T-0)**.

8.6.3.6. A legible copy of the vehicle rental contract, if applicable. **(T-0)**.

8.6.4. When a member includes PBP&E (JTR par. 051304), a descriptive list is provided to the PPPO/PPSO at the time of counseling. Previous estimates, inventories or lists are not acceptable. This list is authorized/approved by the TO or designated representative using the cubic foot method. The PPPO/PPSO may also use the weight estimator at <https://move.mil/resources/weight-estimator> to calculate PBP&E weight. Either method is acceptable. Attach a copy of the approved list to the DD Form 2278 and retain a copy in member's case file. **(T-0)**.

8.6.4.1. Property identified as PBP&E is to meet the definition outlined in JTR, Appendix A, for both the member and member's spouse. **(T-0)**.

8.6.4.2. PBP&E is computed at 7 pounds per cubic foot. **(T-0)**.

8.6.4.3. The list or weight estimator establishes the PBP&E weight to be added to the member's JTR weight allowance only. The PPSO/PPPO computes the estimated GCC based on a member's estimated weight to include PBP&E. **(T-0)**.

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

8.6.4.5. 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. **(T-0)**.

8.7. 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 (31 U.S. Code § 3701 and 3721). **(T-0).** 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 purchasing private insurance to cover HHG being transported if they believe the basic valuation coverage by the government (\$40,000) is not sufficient 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. The expense of additional insurance for shipment or storage is not reimbursable. Members should contact the Air Force Claims Service Center (AFCSC) for information on maximum amounts.
<https://claims.jag.af.mil/index.php?JA=382781>

8.7.1. The PPPO/PPSO advises members who plan to use a trailer for a PPM to check with their automobile insurer 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. Additional insurance is not a claimable expense. **(T-0).**

8.7.2. The PPPO/PPSO advises members that if they are involved in an accident, the other party/parties may file a claim against the member or their insurance company. **(T-0).** In such cases, the law of the state where the accident occurs determines liability.

8.7.2.1. 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, 28 U. S. Code § 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.

8.7.2.2. Should a member be 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.

8.8. OCONUS PPM. 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 SOFA, import/export processes, tariffs, customs, etc. PPSO/PPPOS should discourage this unless the member is thoroughly familiar with international requirements. PPM shipments to OCONUS locations can be closed out by the destination PPPO/PPSO.

8.9. Unauthorized Items. See JTR, Appendix A, for definition of HHG.

8.9.1. If a member moves unauthorized or hazardous items in their PPM, the weight of unauthorized or hazardous items cannot be included in the net weight. **(T-0).**

8.9.2. If unauthorized or hazardous items are included in a PPM, the member forfeits any monetary allowance or reimbursement. The case file is forwarded to appropriate investigative authorities (e.g., Office of Special Investigations (OSI), Judge Advocate General (JAG), USTRANSCOM) for review. **(T-0).**

8.10. Combined Shipment – Military Married to Military. A military couple may ship or store their combined JTR authorized weight allowance or exercise an individual allowance.

8.10.1. The members may request the PPPO/PPSO prepare one DD Form 2278 for a combined weight PPM. Either order can be utilized. Both members are required to sign the DD Form 2278 and a copy of each order is required for a combined weight PPM.

8.10.2. A military married to military couple may each request an individual PPM. Each member has a separate entitlement and can perform a PPM under his/her order.

8.10.3. Separate and individual weight tickets and receipts (expenses) are required for each member's respective PPM. Comingling of weight tickets and expenses is not authorized. **(T-0)**.

8.11. Member Responsibilities.

8.11.1. Members are to obtain legible weight tickets for all PPMs. **(T-0)**.

8.11.1.1. Weight tickets are to be obtained from a certified government, commercial or public scale and should include:

8.11.1.1.1. Complete name and location of the scale.

8.11.1.1.2. Date of each weighing.

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

8.11.1.1.4. License plate number for any POV(s), trailers, rental vehicles or commercial company vehicles used for the move.

8.11.1.1.5. Member's full name.

8.11.2. The use of a manufacturer weight for POVs or commercial vehicles, on-line weight estimates or weight tickets from prior moves are not acceptable weights. **(T-0)**.

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

8.11.4. Complete a DD Form 1351-2. **(T-0)**.

8.11.5. Complete the PPM checklist and certification of expenses. **(T-0)**.

8.12. Personally Procured Transportation and/or NTS of HHG without Prior Approval. TOs may authorize payment of monetary allowance when an event beyond a member's control prevents prior approval and issuance of DD Form 2278. All other requirements of the PPM (i.e., obtained necessary weight tickets or qualified for constructed weight (see [paragraph 8.6.2](#))) are essential. The member must possess a special order or funded housing assignment/termination authorization prior to accomplishing the move to qualify for an allowance (see [paragraph 8.4](#)). Reimbursement of actual expenses incurred may be authorized when a member does not obtain weight tickets.

8.12.1. When a member did not obtain necessary weight tickets, the use of a constructed weight can be authorized and certified by the PPSO/PPPO. When PPSO/PPPO operations are contracted, the Functional Director or QAE (government personnel) having oversight of the contracted operations certifies 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.

8.12.2. Extreme circumstances (e.g., evacuation, fire, theft, etc.), which prevents weight tickets from being obtained or provided to the PPSO/PPPO, should be evaluated on a case by case situation and due consideration by the TO should be explored to determine if a monetary allowance is permissible.

8.12.3. Questionable cases may be forwarded to ppahq.ppec.customerservice@us.af.mil for review and recommendation.

8.13. Final Settlement/PPM Closeout. Receipts for expenses incurred when performing a PPM are not required for submission to finalize settlement of a PPM unless the expenses exceed the incentive. Do not submit receipts to finance as it may cause the PPM package to be rejected. It is the member's responsibility to retain moving expense records IAW IRS regulations.

8.13.1. In the event the PPM is performed in conjunction with a government arranged move, PPPO/PPSO should suspense the final PPM closeout until all government arranged move(s) has/have been delivered and the actual weight(s) is/are known in order to prevent overpayment of the PPM. TOs may close out PPMs before the government move(s) has/have been delivered and where reasonable circumstances are known. For example, low weight on the government move, low PPM weight, the PPM is performed well in advance of the government shipment, etc.

8.13.1.1. If adequate weight is remaining on the member's weight allowance, the PPPO/PPSO can close out the PPM with the actual PPM weight moved.

8.13.1.2. If the remaining weight after the government arranged move(s) is not sufficient, the PPPO/PPSO can close out the PPM with weight allowable up to the member's authorized weight allowance.

8.13.1.3. If there is no remaining weight on the member's weight allowance after all government arranged move(s) have been delivered, do not close out the PPM in DPS. Inform the member that his/her weight allowance has been exhausted and a PPM payment cannot be authorized.

8.13.2. When a PPM is performed to a TDY en route location authorized on PCS order, the PPSO/PPPO at the TDY location may close out the PPM. The member may also choose to submit all DD Form 2278s to the PCS transportation office.

8.13.3. Retiree and separatees submit PPM documentation for final payment to the originating PPSO/PPPO (i.e. the base from which the member retired or separated).

8.13.4. 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.

8.13.4.1. Exception. Moves made incident to JTR, pars. (051902), (051904-A), (051904-B), (0518-B8) and (0518-B9a) are authorized without regard to the member's prescribed weight allowance.

8.13.5. Upon close-out of the PPM, ensure the member retains copies of all documents submitted to the PPSO/PPSO for their records.

8.13.6. The member submits the following required documents to ensure prompt payment:

8.13.6.1. A signed DD Form 2278

8.13.6.2. PPM Checklist and Certification of Expenses

8.13.6.3. DD Form 1351-2, Travel Voucher

8.13.6.4. Legible copy of order and all amendments

8.13.6.5. If applicable, a copy of the letter of non-availability

8.13.6.6. Legible copy of weight tickets or weight estimator if constructive weight is approved.

8.13.6.7. If applicable, a legible copy of registration for trailer,

8.13.6.8. Contract and receipts from commercial storage facility to support request for SIT/NTS reimbursement.

8.13.7. PPPO/PPSO closes out the PPM, certifies and forwards required documents to the FSO. **(T-0)**.

8.13.8. The certifying PPPO/PPSO uploads all documents pertaining to finalized/closed out PPMs to the appropriate data storage repository (CPPPo). Uploading finalized PPMs to a storage repository (CPPPo) is required. If the PPPO/PPSO is not associated with an Air Force JPPSO, upload the case file to JPPSO-SC online database (i.e., CPPPo). **(T-0)**.

Chapter 9

MOBILE HOME TRANSPORTATION (SERVICE MEMBERS)

9.1. (052301) Standard Allowances.

9.1.1. 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 (5th wheel), houseboat, tiny home and mobile home when declared by the member as a primary (permanent) residence at the new PDS. Boat One Time Only (BOTO), Mobile Home One Time Only (MOTO) are required. The travel order and necessary transportation documents should indicate that the member intends to use the mobile home as a primary residence at the new PDS.

9.1.2. Members moving mobile homes are provided a copy of the DTR, Attachment K-5, It's Your Move, Moving Your Mobile Home pamphlet, and DD Form 1800, Mobile Home Inspection Record. (T-0). The member should use DD Form 1800 as a guide in completing pre-move requirements. The DTR, Attachment K-5, may be found at https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_5.pdf. DD Form 1800 may be found at https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_407.pdf.

9.1.3. 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. (T-0).

9.2. (052403) Personally Procured Transportation. See **Attachment 8** for Mobile Home Cost Comparison Worksheet for government-arranged transportation. Cost Computation Example (using worksheet in **Attachment 8**): 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. 052301-A).

Figure 9.1. Mobile Home Cost Computation.

Estimated cost to transport 14,000 pounds of HHG from San Antonio, TX to Phoenix, AZ	\$7,098.30
Estimated government cost to move the mobile home (052402 Table 5-60)	\$10,550.00
Estimated costs not allowed (052402 Table 5-60)	-\$300.00
Estimated 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

9.3. (0527) Mobile Home Transportation Under Unusual or Emergency Circumstances. (052101) Transportation of HHG Removed from Mobile Home to Meet Safety Requirements. See [paragraph 3.5.4](#)

9.4. (0526) Excess Mobile Home Transportation Costs for A Service Member Separated or Deceased Or Heirs of Deceased Service Member. 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 are to be settled by the separating member with the TSP at destination.

9.5. (052401) Government Procured Transportation for 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.

9.6. (0525) Mobile Home Transportation When An Active-Duty Service Member Is Ill: Injured Or Reported Absent for 30 or More Days in a Missing Status, or Upon Death (0525-F2) Death of a Service Member. PPA HQ/PPEC is designated to authorize/approve extensions of the basic 1-year limit for shipment of mobile homes under JTR, 0525-D and 0525-F2. Forward requests to hqppa.ecaf-ext@us.af.mil.

9.7. (052404) SIT. TOs may authorize SIT not to exceed 180 days.

Chapter 10

JTR CLARIFICATIONS DEFINITION

10.1. (051303-A) Alcoholic Beverage Transportation. Alcohol may be transported in HHGs subject to restrictions imposed by states, territory, district, foreign country, etc. Consult the PPCIG for host country requirements/restrictions.

10.2. (051303-B) Firearm Transportation. Firearms HHG transportation is prohibited for members cited in a Military Restraining Order (MRO) or Temporary Restraining Order (TRO) status ICW Alcohol, Tobacco and Firearms (ATF) federal statute. **(T-0).** Household goods transportation may result in a “frustrated” shipment and potential legal concerns for AF and the member.

10.3. Consumables. (JTR Appendix A) 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. The member should have received information from the sponsor advising which types of consumables are not available at the new location. See <https://www.defensetravel.DoD.mil/Docs/AP-CG-01.pdf> for eligibility, authorized locations and allowances.

10.4. Motorcycle/Moped.

10.4.1. Shipment of a motorcycle or moped in HHG does not change federal emission control or safety requirements in effect for that model year. Motorcycles and mopeds entering the CONUS not conforming to US Environmental Protection Agency (EPA)/Department of Transportation (DOT) standards are not to be included in HHG. The entire shipment could be detained 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 https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf

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

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

10.4.3. Carefully review PPCIG for motorcycle/moped requirements and restrictions for each country.

10.4.4. For surface shipments, documents should 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 is prepared. To complete the form, it is a necessity that the service liaison and AMC personnel are able to locate the vehicle in the shipment.

10.5. Permanent (Duty) Station (PDS). (JTR Appendix A). If an authorized commuting area has not been determined, the PPSO/PPPO should request that the Installation Commander establish an authorized commuting area IAW JTR, section 0206.

Chapter 11

GENERAL ADMINISTRATIVE GUIDANCE

11.1. Personal Property Guidance.

11.1.1. Members and employees will be individually counseled to the maximum extent possible. This includes counseling by face-to-face, group, phone or virtual methods. **(T-1)** Group counseling and self-counseling may be used where mission or unique circumstances dictate. First time movers, separatees, retirees and BLUEBARK shipments will be counseled by PPPO/PPSO personnel. **(T-1)**.

11.1.2. PPPO/PPSO advises members/employees to:

11.1.2.1. Establish an account with Electronic Transportation Acquisition (ETA) at www.move.mil in order to access DPS. **(T-0)**.

11.1.2.2. Contact the System Response Center (SRC) help desk for assistance when log in or a system error occurs.

11.1.2.3. Maintain communication with the TSP and to update phone numbers and email addresses to both the TSP and DPS during their move. **(T-0)**.

11.1.2.4. Complete the Customer Satisfaction Survey (CSS) within seven days of each complete shipment delivery. Advise the member, that if a shipment has physically delivered to a residence but has not been delivered in DPS, to contact the TSP to update the record to reflect a delivery. The customer does not receive notification to complete a CSS nor be able to file a claim if a shipment is not indicating delivered in DPS. **(T-0)**.

11.1.2.5. If self-counseled, members need to print, sign, and submit the DD Form 1299, DD Form 1797, *Personal Property Counseling Checklist* and valid travel orders and provide to the servicing PPPO/PPSO. **(T-0)**.

11.2. Counseling Members/Employees.

11.2.1. Use DD Form 1797 and **Attachment 9**, if applicable, to record information provided during counseling to include questionable requests or disagreements between the counselor and the member/representative. Use this record to respond to case file inquiries. **(T-0)**.

11.2.2. 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 (backside) as “no.” Both, counselor and member/employee or representative, initial and sign the DD Form 1797. **(T-0)**.

11.2.3. Statement for DD Form 1797: “I waive the counseling on all parts of my move, which includes Household Goods, UB, Non-temporary Storage, Privately Owned Vehicles, Boats, Mobile Homes, Weapons and Loss/Damage Claims Options. I fully understand my entitlements and assume full responsibility for any consequences caused by waiving counseling.” **(T-0)**.

11.2.4. 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, a copy of the POA/LOA is retained with pertinent shipping documents. . (DoD 4500.9R, Part IV, Chap 401, G2a(1)c. **(T-0)**).

11.2.5. Members and employees must be counseled on POV movement and storage using **Part V** of the DD Form 1797. Review the PPCIG for host country requirements, provide information regarding locations of the vehicle processing centers (VPC) and instruct members to verify if any recalls exists on their vehicle prior to arriving at a VPC. **(T-0)**.

11.2.6. At the conclusion of the counseling session, ensure that the member signs the DD Forms 1299 and 1797. Provide a copy of all signed documents to the member. **(T-0)**.

11.2.7. PPPOs servicing AF JPPSOs are to use DPS as the primary source for document upload and repository for all shipments moving through the DPS system.

11.2.8. PPPOs are to upload all documents pertaining to Direct Procurement Method (DPM), NTS shipments and all completed PPMs through the current electronic storage system. **(T-0)**.

11.2.9. When possible, participate in Airman and Family Readiness Center base relocation, separation and retirement programs to brief household goods and passenger entitlements associated with PCS, retirement and separation. **(T-0)**.

11.3. 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.

11.3.1. 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. **(T-0)**.

11.3.2. If a counselor with the proper security clearance is available and the member is allowed to discuss the end assignment on a need-to-know basis, provide the member with a briefing. Annotate the reverse of the DD Form 1797 to reflect that a briefing was provided. Both counselor and member are to date and sign all associated documents. **(T-0)**.

11.3.3. 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. **(T-0)**.

11.4. Exception to Provisions of the Joint Travel Regulations is prohibited.

11.4.1. 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 Defense Office of Hearings and Appeals, 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. (T-0). Do not forward requests of this nature to AF/A4LR for consideration.

11.4.2. 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.

11.5. Congressional Inquiries. Air Force personnel have the legal right to petition, furnish information to, or communicate with the Congress (5 U.S. Code § 7102 and 10 U.S. Code §1034). Most congressional inquiries relating to HHG are sent to SAF/LL and then tasked to AF/A4LR. AF/A4LR instructs PPA HQ to ascertain all facts and specifics pertaining to inquiries.

11.5.1. Should a (J)PPSO/PPPO receive a request for information from PPA HQ, respond quickly and accurately, answering all questions to the best of your ability. Ensure your MAJCOM functional, if applicable, and commander are informed of the request and your response. **(T-1)**. Review AFI 90-401, *Air Force Relations with Congress*, for more detailed information on handling Congressional Inquiries at various levels within the Air Force.

11.5.2. 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)**.

11.6. Airlift of HHG. HHG shipment by air to, from, or between hardlift areas 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. Validation of hardlift areas should be completed through the PPCIG.

11.6.1. Space required airlift of HHG is not authorized for retirees or separatees. **(T-0)**.

11.6.2. 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.

11.6.3. TP-4 Airlift of HHG.

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

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

11.6.3.3. 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 Authority (ACA). The ACA determines the actual amount of TP-4 accepted into the aerial ports. The ACAs 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.

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

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

11.6.3.4. 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.

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

11.6.3.6. 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.

11.6.4. TP-2 Airlift Requests. Airlift requests (AMC TP-2) to, from or between other than approved hardlift areas are sent to PPA HQ/PPEC at ppahq.ppec.customerservice@us.af.mil. The (J)PPSO/PPPO initiates the request that includes, as a minimum, the following:

11.6.4.1. The member's name, grade, and social security number. **(T-0)**.

11.6.4.2. The shipment origin and destination. (Identify any applicable origin and destination military installation.) **(T-0)**.

11.6.4.3. Pickup date and Required Delivery Date (RDD). **(T-0)**.

11.6.4.4. Pieces, weight, and cube. **(T-0)**.

11.6.4.5. Original code of service, name of TSP, and GBL number. **(T-0)**.

11.6.4.5.1. 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. **(T-0)**.

11.6.4.5.2. 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. **(T-0)**.

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

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

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

11.6.4.8. Requests for airlift of a civilian employee's HHG should include the authority to cite the specific allowance. 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 required to furnish PPA HQ the authority to cite their funds to defray airlift cost. The controlling agencies are:

11.6.4.8.1. The gaining civilian personnel office for Air Force employees.

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

11.6.4.8.3. The DoD Education Activity (DoDEA) Human Resources Regional Service Center for DoDDS (DoD Dependents Schools) Teachers.

11.7. Office of Special 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.

11.8. Pertinent Personal Property Guidance in Non-Transportation Regulations.

11.8.1. DoD Manual 4160.21-M, Disposal of Unclaimed Personal Property

11.8.2. AFI 34-501, Mortuary Affairs Program

11.8.3. AFI 32-6001, Family Housing Management

11.9. Payment to TSP or Agent when Services Rendered and Movement is Canceled. Normally, services are ordered, government funds are obligated, and line-haul movement is made. If 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:

11.9.1. 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 TO certifies services performed on the GBL at origin. Annotate the GBL that “no line haul” was involved and provide a brief explanation as to why movement was canceled. Documents are forwarded to the TSP or agent for use in submitting payment for services rendered. **(T-0).**

11.9.2. 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 was canceled. The TO 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 travel orders and the invoice are forwarded to Defense Finance and Accounting Services (DFAS) or service finance center for payment. **(T-0).**

11.9.3. 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.

11.10. Routing and Mode Selection of Domestic Shipments Weighing 1,000 pounds or Less. Shipping offices may use the Direct Procurement Method to move domestic shipments estimated to weigh 1,000 pounds or less or when cost-effective and circumstances warrant. **(T-3).**

11.11. General Officer and Senior Executive Service Moves.

11.11.1. Each 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).**

11.11.2. 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). , The 11th LRS provides counseling, document preparation, and arranges pick up and delivery of AFGO shipments moving to and from the NCR. **(T-0)**.

11.12. Personal Property Transformation/Procedures and Process. Procedure and process changes proposed by PPPOs, JPPSOs, PPA HQ, or MAJCOMS which will impact manpower or resources will be coordinated and approved in an appropriately staffed package through AF/A4LR and MAJCOMs before implementation. (T-1).

11.13. Administrative Process for Policy and Entitlement Clarification or Interpretation.

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

11.13.2. 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 allowances of military members, civilian employees, dependents and NOK of deceased members. PPA HQ fields questions on retirement and separation allowances, redirects customers to correct section within and 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. **(T-0)**.

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

11.13.4. PPA, HQ Customer Service Center provides policy and allowance interpretation to PPPOs/PPSOs/JPPSOs/CPPSOs, MAJCOMs and sister service components that service Air Force personnel.

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

Chapter 12

EXCESS COST RESPONSIBILITIES/PROCEDURES

12.1. Excess Cost Responsibilities. Personal Property Activity Headquarters, Excess Cost Adjudication Function (PPA HQ/ECAF), is the Air Force executive agent to evaluate, adjudicate, and process identified excess cost cases. TOs are to support PPA HQ/ECAF efforts as outlined in [paragraphs 11.2.1 through 11.2.8](#)

12.1.1. PPA HQ/ECAF Responsibilities:

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

12.1.1.2. Identify excess cost on active duty, retired, separated, Air Force Reserve and Air National Guard military personnel, and DoD Air Force civilian employees.

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

12.1.1.4. Initiate collection action by preparing a DD Form 139 with a Notification of Indebtedness letter and submit to the member's/employee's servicing Financial Services Office (FSO) or DFAS for appropriate action.

12.1.2. Adjudicate excess cost rebuttals for all Air Force-funded shipments. (T-0).

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

12.1.2.2. 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.

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

12.2. Origin TO Responsibilities: Part I: Members/Employees in Pay Status.

12.2.1. 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's request for higher cost mode, special services, excess weight, excess mileage, etc. (T-0).

12.2.2. In the event cases are marked "paying officer review," please forward all documentation to hqppa.ecaf-adj@us.af.mil or hqppa.ecaf.eval@us.af.mil.

12.2.3. Air Force policy provides automatic TP-2 approval for a member's/employee's inter-theater shipment. Counsel members/employees regarding the *extremely high cost* of TP-2 movement in the event of excess weight and allow members the option of the cheaper surface movement. This option must be made before the shipment departs from origin. (T-0).

12.2.3.1. Part II: Members/Employees in Non-Pay Status.

12.2.4. Determine in advance that the member/employee is will financially responsible for all excess costs to effect movement. Advise the member that excess costs are paid at origin. However, shipment is not routinely placed into SIT at origin pending payment. Advise the member/employee that the debt is turned over to DFAS for out-of- service collection if payment is not made prior to delivery. Advise the service member to contact servicing (J)PPSO the day following pickup to determine if excess costs are due. **(T-0)**.

12.2.5. 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. Excess cost should be collected for service members in non-pay status when the following actions occur: additional transportation costs related to the service member's negligence (i.e. attempted pickup and/or delivery charges), request of higher cost modes, or as defined as special services (i.e. special crating). All other shipments should be forwarded to PPAHQ/PPEX for adjudication and collection of the out-of-service debt. If collection is accomplished, please advise the member/employee to provide the servicing 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.

12.2.6. Instruct the member/employee to return a copy of DD Form 1131 reflecting voucher number, date, and amount collected to the servicing (J)PPSO. **(T-0)**.

12.2.7. 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. **(T-0)**.

12.2.8. 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 ensures billing is correct and excess cost has been collected. **(T-0)**.

12.2.8.1. Contractual documents are 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).

12.2.8.1.1. If the shipment is under government control and the member is financially unable to make payment, the shipment is to be delivered and documents forwarded to PPA HQ/PPEX, via email: hqppa-ecaf-adj@us.af.mil fax: (210) 321-4262 to initiate out of service collection.

12.3. Destination TO Responsibilities.

12.3.1. 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/PPEX who then initiates out-of-service collection action. Property should be delivered even if the member/employee is no longer in a pay status. **(T-0)**.

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

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

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

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

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

12.3.7. 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/PPEX the rates upon which collection should have been made. **(T-1)**.

12.3.8. All rebuttal cases, to include active duty, separated and retired members, need to be forwarded to hqppa.ecaf-adj@us.af.mil.

12.3.9. When the suspense date on the FSO letter cannot be met, the (J)PPSO or member/employee may request an extension from the FSO. **(T-0)**.

12.4. Member/Employee Responsibilities. A member/employee presenting a rebuttal for an excess cost charge for shipment/storage of personal property or a privately owned vehicle (POV) should:

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

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

12.4.3. Provide legible copies of the inventories if the allegations are based on PBP&E and any other applicable documents (i.e. reweigh tickets).

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

12.5.1. The servicing FSO complies with procedures in DFAS DEM 7073-1, *Defense Joint Military Pay System, Volume 1*.

12.5.2. 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 12.2.1 through 12.3.10.

12.6. 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, former members, 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 10 U.S. Code § 1552.

12.6.1. Before BCMR action involving excess costs can occur, the member is required to appeal the case by filing a rebuttal with PPA HQ/PPEX. A copy of the final adjudication from PPA HQ/ PPEX is needed to support the BCMR application.

12.6.2. Members on active duty file for remission (cancellation) of the debt before submitting for BCMR. The remission request should be sent to DFAS through the local FSO. A copy of the response from DFAS should accompany the BCMR application.

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

12.6.4. The DD Form 149 *and* AFI 36-2603, Air Force Board for Correction of Military Records, can be acquired at <https://www.afpc.af.mil/Career-Management/Military-Personnel-Records/> or from any Air Force Military Personnel Flight or publications distribution office.

Chapter 13

DOD CIVILIAN EMPLOYEE RELOCATION ALLOWANCES

13.1. (054305) Transportation. A civilian employee who is authorized a move at government expense is authorized HHG transportation. NTS may be authorized in lieu of HHG transportation when assigned to certain locations if eligible. The maximum HHG weight allowance that may be transported (and/or stored ICW transportation) is 18,000 pounds.

13.1.1. **(054304 Table 5-87)** HHG weight allowances. For uncrated shipments, a 2,000 pound allowance is added to the maximum weight for packing weight, covering barrels, boxes cartons and similar materials.

13.1.2. **(054305 Table 5-89)** Responsibility for transportation expenses. 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, special services requested by the employee, and transportation related costs caused by the employee's negligence. **(T-0)**.

13.2. (054309) PBP&E.

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. PBP&E is HHG and part of the PCS weight allowance.

13.2.2. **(054309-B)** Weight limitations. The maximum weight allowance for shipment of PBP&E is 2,000 pounds net weight.

13.3. (054305-E) Transportation Methods.

13.3.1. **(054305-E1)** UB. UB is part of the total HHG weight allowance. Arrangements for shipment of UB should be made as soon as possible to minimize the requirement for expedited movement. This applies when permanent duty travel is involved.

13.3.2. Additional costs are not considered in determining an employee's allowance to GBL shipment versus commuted rate system (CRS) shipment. **(T-0)**.

13.3.3. **(054304-A)** Administrative weight limitation. 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 HHG weight. See <https://www.defensetravel.DoD.mil/Docs/AP-AW-01.pdf> for approved administrative weight allowance locations that may differ from the 4,500 pounds amount. Only administrative weight allowance locations listed at <https://www.defensetravel.DoD.mil/Docs/AP-AW-01.pdf> are valid.

13.4. (0547) POV Transportation.

13.4.1. **(054705) Eligibility Determination for POV Transportation OCONUS.** Eligible traveler authorized POV transportation is a traveler transferred in the government's interest, new appointee, or student trainee assigned to the first PDS.

13.4.2. **(054704) POV Transportation OCONUS.** For OCONUS POV transportation, only one POV may be authorized to be transported at government expense per the Agency/Service determination. The vehicle may not be shipped as PBP&E. The POV is to be in operating order, legally titled and registered for driving. **(T-0).**

13.5. (0544) Mobile Home Transportation.

13.5.1. **(054401) Eligibility.** A mobile home acquired on before the effective date of the employee's Temporary Change of Station (TCS)/PCS travel order may be moved at government expense only if it is be used as the primary/permanent residence at the new PDS.

13.5.2. **(054401-C) 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. 054403. **(T-0).**

13.5.3. **(0544) Cost limitations.** Mobile home transportation is HHG weight allowance limited 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. **(T-0).**

13.5.4. **(054405) Reimbursement of costs for personally procured commercial transportation.** An eligible traveler authorized mobile home allowances under par. (054401) may transport a mobile home at personal expense and be reimbursed for transportation cost NTE the amount determined by section (0544).

13.5.5. **(054406-B) Mobile home towed by POV.** When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, an allowance of \$.11 is paid to cover the costs of transporting the mobile home for expenses allowed (054405 [Table 5-93](#)).

Chapter 14

PERSONAL PROPERTY QUALITY CONTROL

14.1. Purpose. The Quality Control (QC) function is critical in providing quality personal property movement for our customers (member, employee or their authorized agent) and is 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 should be weighed against the number of inspections that can be accomplished in a day. TOs with extensively large areas of responsibility should consider establishing a QC position physically located within the distant areas.

14.1.1. Standard: JPPSO/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. For occasions when physical inspections are not feasible (distance or unique circumstances), inspections can be telephonic and/or virtual; however, telephonic or virtual inspections will not count toward meeting the 80 percent standard. **(T-1)**.

14.1.2. Multiple visits are considered an integral part to a quality inspection. **(T-1)**.

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*. A professional relationship should be maintained at all times.

14.3. Training. TOs should provide continuous formal/informal training in personal property and its associated automated systems for QC Inspectors. Many resident and nonresident courses, seminars, and workshops are offered by various federal agencies and commercial sources to meet this requirement. Unit training managers can determine the practicality and availability of training, seminars, workshops and/or courses.

14.4. Preparation. Refer to DTR Appendix P for QC inspector preparation. Additionally, PPPO/PPSO should consider investing in updated technology (IPads, Smart Phone, Geo-Tab etc.) to increase inspector efficiency and effectiveness.

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

14.5.1. Previously Approved Facilities: Storage Management Office (SMO) may request PPPO/PPSO support in 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. **(T-0)**.

14.6.2. TSP representatives that are inefficient or unfamiliar with tender of service or contractual requirements are to be identified to the crew chief or TSP for corrective action. **(T-0)**. This is extremely critical during summer months when the TSP may be using temporary personnel.

14.7. Inspection Criteria.

14.7.1. Origin. The inspector will:

14.7.1.1. Verify pre-move survey was accomplished. 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. **(T-1)**.

14.7.1.2. Remind the customer to segregate personal property if there are multiple shipments, and to separate PBP&E and high value items. **(T-1)**.

14.7.1.3. If it appears there are insufficient numbers or types of cartons and pads available, the inspector resolves the issue with lead personnel. **(T-1)**.

14.7.1.4. Identify any unauthorized/hazardous items on premises to the customer and TSP. **(T-1)**.

14.7.1.5. 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. **(T-1)**.

14.7.1.6. Advise customer of the importance of an accurate and legible inventory. Customer should carefully review the inventory to 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 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. **(T-1)**.

14.7.1.7. Reiterate to the customer that he/she should not sign any blank forms. **(T-1)**.

14.7.1.8. Remind customers originating from Gypsy Moth areas of their responsibility to provide the TSP with Gypsy Moth Inspection Certification. Inform customers of the importance to contain the Gypsy Moth population as it is one of the most destructive insects in the eastern United States and causes an estimated \$868 million in annual damages. 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. **(T-1)**.

14.7.1.9. Instruct the customer to ensure all items have been packed, inventoried, and loaded prior to signing DD Form 619 and TSP personnel departing. **(T-1)**.

14.7.1.10. Check loading of moving van or shipment containers to ensure furniture items are padded or wrapped and properly loaded to protect surfaces. **(T-1)**.

14.7.1.11. 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. **(T-1)**.

14.7.1.12. Note any problems/issues and take photographs as required. Contact the destination PPSO/PPPO for assistance. **(T-1)**.

14.7.1.13. Provide the customer with necessary contact information for both origin and destination transportation offices or (J)PPSO. **(T-1)**.

14.7.2. Destination. The inspector will:

14.7.2.1. Ensure items serviced or disassembled by the TSP at origin are serviced or reassembled at destination. **(T-1)**.

14.7.2.2. Verify TSP has provided customer with Notification of Loss or Damage at Delivery form. 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 a notice of loss or damage for all missing and damaged items. **(T-1)**.

14.7.2.3. Brief customer that all packing material/cartons and debris is to 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. **(T-1)**.

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

14.7.2.4. Document any problems or issues, take photographs as required, and update inspection data in DPS. Contact the PPSO/PPPO for assistance if needed. Upload to the appropriate data storage repository in member's/TSP performance file. **(T-1)**.

14.7.2.5. Provide the customer with necessary emergency contact information. **(T-1)**.

14.7.2.6. Verify completion of approved accessorial service requests. **(T-1)**.

14.7.2.7. Advise customer of mandatory completion of CSS. **(T-1)**.

14.8. Telephonic Inspection. When workload or distance precludes on-site visits, a telephonic inspection can be completed utilizing the checklist in [Attachment 10](#). Telephone inspections are an exception and not performed on a routine basis.

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

14.8.2. When calling the customer, the inspector introduces him/herself by name and organization, and determines if the TSP has arrived or left the pickup/delivery location. The inspector interviews the customer using the [Attachment 10](#) and addresses concerns as needed.

14.8.1.2. The inspector concludes the interview by thanking the customer for his/her time and provides appropriate contact information should additional assistance be required.

14.8.2. Update DPS with inspection data and upload form to the appropriate data storage repository or TSP performance file.

14.9. Accessorial Services.

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

14.9.2. International Tender (IT) Item 508. Crating. Crating of HHG may be authorized when normal packaging does 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 should be closely scrutinized to prevent unnecessary expenditure of funds. The inspector should use prudent judgment with the following guidance when approving crating:

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

14.9.2.2. Crating furniture items such as sofas, tables, chairs, and buffets cannot 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 do not fit into corrugated "mirror" cartons may be crated.

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

14.9.2.4. 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.

14.9.2.5. Do not deny crating solely because the member did not retain a crate authorized by the government on a previous move. **(T-1)**.

14.9.3. Do not deny third party services solely because third party service was denied at origin. **(T-1)**.

14.9.4. Debris Removal: Debris removal service is utilized by exception only. Some exceptions such as Bluebark, Wounded Warrior, deployed spouse when member is deployed, may be approved.

14.9.5. **(400NG Item 225)** Pick up or delivery at self or 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, PPSOs may approve additional services to allow the TSP to enter the warehouse for purpose of removing or placing of items.

14.9.6. Servicing front-load washers. If a front load washer requires stabilizing or securing of the wash drum during transit, third party service should 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 and related products used to stabilize the drum, upon delivery at destination.

14.9.7. 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 can accommodate the container. If the plastic container cannot be packed in an approved carton, TSP empties and packs the contents into an appropriate, approved carton. The empty plastic container is to be wrapped in pads for protection.

14.10. Post-Inspection Duties.

14.10.1. Upon completion of daily inspections, the inspector completes appropriate shipment evaluation and inspection documents and initiates follow-up on discrepancies as required. **(T-1)**.

14.10.2. The inspector records and maintains data pertaining to the number of shipments eligible for inspection and those actually inspected. PPSOs are responsible for maintaining inspection metrics and reporting as required. **(T-1)**.

Chapter 15

EVACUATION AUTHORITY

15.1. (060101) Authority to Order an Evacuation. Installation commanders have the authority to ship and 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, pars. (051903) (051904) and 054802 for civilian employees with NTS authorized under paragraphs (0518-B) for service members. There is no authority for NTS for civilian employees. 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 or storage.

15.2. (060103) Choosing an Evacuation Destination. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process retained at SAF/MR.

WARREN D.BERRY,
Lieutenant General, USAF
DCS/Logistics, Engineering, & Force Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Joint Travel Regulations, current edition

DoDD 4500.09, *Transportation and Traffic Management*, 27 Dec 19

DoDR 4500.9-R, Defense Transportation Regulation (DTR), Part IV, *Personal Property*, current edition

DoDI 4500.57, *Transportation and Traffic Management*, 07 Mar 17

DoD 5500.7-R, *The Joint Ethics Regulation (JER)*, 30 Aug 93

DoD Manual 4160.21, Vol 1, *Defense Materiel Disposition: Disposal Guidance and Procedures*, 22 Oct 15

5USC § 7102

10USC § 1034

10USC § 1552

7CFR Part 301.45, *Notice of quarantine; restriction on interstate movement of specified regulated articles*, current edition

18USC § 287

37USC

28USC § 2679(b)”

Title 31, Section 3701 and 3721, *United States Code, Money and Finance*

54Comptroller General Decision 847, *Transportation of Household Effects—Dual Rights B-181402*, 10 Apr 75

Comptroller General Decision, *Travel and Transportation on Retirement from the Uniformed Services*, B-207157, 2 Feb 83

Comptroller General Decision, *Entitlement to Transportation of Household Goods*, B-196535, 22 Apr 80

DFAS DEM 7073-1, Volume 1, *Defense Joint Military Pay System*

Defense Personal Property Program Domestic Tariff 400NG -2020, *Personal Property Publication*, current edition

AFI 32-6001, *Family Housing Management*, 21 Aug 06

AFI 34-501, *Mortuary Affairs Program*, 16 Apr 19

AFI 36-2110, *Total Force Assignments*, 5 Oct 18

AFI 36-2603, *Air Force Board for Correction of Military Records*, 17 Sep 17

AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2020)*, 1 Oct 19

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 Sub-voucher*

DD Form 1797, *Personal Property Counseling Checklist*

DD Form 1800, *Mobile Home Inspection Record*

Notification of Loss or Damage at Delivery

DD Form 1857, *Temporary Commercial Storage at Government Expense*

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

SF Form 1200, *Government Bill of Lading Correction Notice*

AF Form 847, *Recommendation for Change of Publication*

AF Form 899, *Request and Authorization for Permanent Change of Station - Military*

Abbreviations and Acronyms

ACA—Air Clearance Authority

AF—Air Force

AFAAO—Air Force Attaché Affairs Office

AFCSA—Air Force Claims Service Center

AFGO—Air Force General Officer

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

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

DIRLAUTH—Direct Liaison Authorized

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

DTR—Defense Travel Regulation

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

HHG—Household Goods

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
JER—Joint Ethics Regulation
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
MERV—Medical Extension Request Validation
MILPERS—Military Personnel
MAO—Mortuary Affairs Officer
MOTO—Mobile Home One Time Only
MPF—Military Personnel Flight
MRO—Military Restraining Order
MSC—Military Sealift Command
MT—Measurement Ton
NCR—National Capital Region
NOK—Next of Kin
NTE—Not to Exceed
NTS—Non-Temporary Storage
O&M—Operations and Maintenance
OCONUS—Outside Continental United States
OJT—On-the-Job Training
OSI—Office of Special Investigations
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—vred
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
S-PRO—Spouse Pro
SOA—Separate Operating Agencies
SCO—Summary Court Officer
SES—Senior Executive Service
SIT—Storage in Transit
SOFA—Status of Forces Agreement
SMO—Storage Management Office
SRC—System Response Center
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
TRO—Temporary Restraining Order
TSP—Transportation Service Provider
UB—Unaccompanied Baggage
USTRANSCOM—United States Transportation Command
VPC—Vehicle Processing Center
WPOE—Water Port of Embarkation

Attachment 2

**EXCEPTION TO HOUSEHOLD GOODS WEIGHT ALLOWANCES FOR
ACCOMPANIED MEMBERS SERVING COMMAND-SPONSORED TOURS**

Table A2.1. Exception to Household Goods Weight Allowances for Accompanied Members Serving Command-Sponsored Tours

EXCEPTION TO HOUSEHOLD GOODS WEIGHT ALLOWANCES FOR ACCOMPANIED MEMBERS SERVING COMMAND-SPONSORED TOURS				
R	A	B	C	D
U	If	and	then the member is	and (see note 1)
L				
1	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
2	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 MPF is to include the authorized weight allowance in the member's PCS order
3		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)	
4		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)	

5	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 allowance 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)	
6	member acquires HHGs in OCONUS area by reason of marriage	member agrees to serve the command-sponsored tour (see notes 5 and 6)		the MPF includes the additional approved weight allowance in the member's subsequent PCS order
7	member acquires HHG in OCONUS area by reason of inheritance	(see notes 6 and 7)		
8	member requires increased weight allowance due to personal or dependent medical reasons	medical officer has prescribed and approved item (see note 6)	authorized the weight of acquired and medical items, plus other authorized storage or shipments, not to exceed the full JTR weight allowance. Member submits a request to the MPF for approval to include tour status, certified list of items with estimated weight and date of acquisition. (See note 2)	

9	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 should 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 note 9).	MPF advises the member of request procedures during initial reassignment processing or sooner, as applicable
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NOTES:

1. The MPF 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. Another component service may provide government furniture support. In these cases, the senior Air Force installation commander may approve the member's request. <https://www.defensetravel.DoD.mil/Docs/AP-AW-01.pdf>. ([Comments: clarify sentence regarding AF authority to overrule non-Air Force installations' authority](#)).
3. The losing PPPO/PPSO advises the MPF if split shipments are prohibited from the country of their location.
4. The MPF advises the member that use of government furniture is not authorized. The MPF forwards a copy of the member's approved request to the gaining Furnishing Management Office.
5. The MPF immediately advises the member to apply for command sponsorship and weight exception.
6. The MPF advises the member that the request is to be supported by an appropriate document. A marriage license, inheritance certificate/will, or medical officer approval is required.
7. The MPF 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 should 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 PDS. 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 UB 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 should 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. 051504. This weight is authorized, without exception approval, upon subsequent PCS. Advise the MPF 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

EXCEPTION TO HOUSEHOLD GOODS WEIGHT ALLOWANCES FOR SINGLE AND MEMBERS SERVING THE UNACCOMPANIED AND ACCOMPANIED

Table A3.1. Exception to Household Goods Weight Allowances for Single and Members Serving the Unaccompanied and Accompanied

EXCEPTION TO HOUSEHOLD GOODS WEIGHT ALLOWANCES FOR SINGLE AND MEMBERS SERVING THE UNACCOMPANIED AND ACCOMPANIED				
R U L E	A	B	C	D
	If	and	then the member is	and
1	Government quarters are not available	Government furniture is not available	authorized the full HHG weight allowance	the MPF includes the authorized weight allowance in the member's PCS orders.
2		Government furniture is available	authorized 2,500 lbs or 25 percent of JTR weight allowance (whichever is greater.) Plus UB, without the 10 percent option. Unavailable TA-414 items can also be authorized. (See Table A2.1, Rule 1)	
3	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 UB shipment via air	the PPPO/PPSO annotates the authorized weight allowance on the DD Form 1299 for members electing the 10 percent option. Counselors are to verify member's selection in DPS.

4	single/unaccompanied members assigned OCONUS and authorized to	Government furniture is available	authorized 2,500 lbs or 25 percent of full JTR weight allowance plus UB, without the 10 percent option. Unavailable TA 414 items can also be authorized in addition to the basic allowance	the MPF includes the additional approved weight allowance in the member's PCS order.
5	occupy family style government quarters	Government furniture is not available	authorized the full HHG weight allowance	

NOTES:

1. MPF advises members that weight of items shipped and stored at government expense may not exceed their JTR weight allowances. This includes weight of any authorized exceptions.
2. When applicable, rules 5, 7, 8, and 9 of **Attachment 2, 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) and will be provided with government quarters and furnishings, the special order is to 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 UB 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

Table A4.1. Maximum Unaccompanied Baggage Weight Allowance.

MAXIMUM UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCES FOR AIR			
R U L E	A	B	C
	If the grade is	and the member is	then the allowance is
1	01 to 03	PCS	600 lbs net weight (See notes 1 & 2)
2	04 to 06		800 lbs net weight (See notes 1 & 2)
3	07 to 08		1000 lbs net weight (See notes 1 & 2)
4	09		1500 lbs net weight (See notes 1 & 2)
5	010		2000 lbs net weight (See notes 1 & 2)
6	E1 to E8	PCS	500 lbs net weight (See notes 1 & 2)
7	E9	PCS	600 lbs net weight (See notes 1 & 2)
8	CMSAF	PCS	800 lbs net weight (See notes 1 & 2)
9	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.

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 a hardlift area, shipment of the 10 percent option, by air, is authorized.

Attachment 5

COMPUTING PACKING ADJUSTMENTS (MILITARY ONLY) JTR, PAR 051404,
TABLE 5-39

Table A5.1. Computing Packing Adjustments (Military Only) JTR, Par 051404, Table 5-39.

Computation of Packing Adjustments for Military Members			
Code of shipment	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%	11.11
2	N/A	10%	11.11
3	N/A	10%	11.11
4	N/A	10%	11.11
5	N/A	10%	11.11
6	N/A	10%	11.11
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%	
PPM	N/A	N/A	N/A

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 is to include both gross and tare weights to be valid for adjustment purposes.

Attachment 6

ADJUDICATING PBP&E FOR A MEMBER AND A MEMBER'S DEPENDENT SPOUSE

Table A6.1. Adjudicating PBP&E for a Member and a Member's Dependent Spouse.

ADJUDICATING PBP&E FOR A MEMBER AND A MEMBER'S DEPENDENT SPOUSE				
RULE	A	B	C	D
	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 3.1.3.2.5.** for after-the-fact PBP&E Verification).

2. PBP&E entitlement for a member’s dependent spouse is NTE 500 lbs.

Attachment 7

**NON-TEMPORARY STORAGE IN LIEU OF SHIPMENT WORKSHEET
(APPLICABLE TO MEMBER)**

Figure A7.1. Non-Temporary Storage in Lieu of Shipment Worksheet (Applicable to Member).

Member's Name:			
Estimated Weight of HHG:			
Estimated Number of Months:			
Government's "Best Value" Cost to Authorized Destination			
Total Shipment Cost: \$ _____			
=====			
Non-Temporary Storage Cost			
Packing Charge:	\$ _____	X	Estimated Weight/100 = \$ _____
Drayage In:	\$ _____	X	Estimated Weight/100 = \$ _____
Handling In:	\$ _____	X	Estimated Weight/100 = \$ _____
Handling Out:	\$ _____	X	Estimated Weight/100 = \$ _____
Storage:	\$ _____	X	Estimated Weight/100 X No. of Months = \$ _____
*Total NTS Cost: \$ _____			
=====			
*NTS Total Cost is the sum of the estimated the five costs factors (packing, drayage, handling in, handling out and storage).			
NTS as an alternative to transportation may be approved in accordance with paragraph 6.2.3. if Total Shipment Cost is greater than or equal to Total NTS Cost.			

Attachment 8

MOBILE HOME COST COMPARISON WORKSHEET FOR GOVERNMENT-ARRANGED SHIPMENT

Figure A8.1. Mobile Home Cost Comparison Worksheet for Government- Arranged Shipment.

(A) Government's 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs (052301)	
\$ _____	

Estimated MOTO Costs	
(B) Estimated Allowable Cost (MOTO) (052402, Table 5-60)	\$ _____
(C) Estimated Costs Not Allowed (052402, Table 5-60)	\$ _____
(D) 'Best Value' cost to transport HHG removed from a mobile home to meet Safety requirements between the old and new PDS (052102-D)	\$ _____
Total Estimated MOTO Costs (B, C, and D)	\$ _____

(A) Government's 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs (5396 052301)	\$ _____
minus	-
Total Estimated MOTO Costs (B, C, and D)	\$ _____
*Total	\$ _____
*A negative number indicates estimated excess costs.	
*A positive number indicates no estimated excess costs.	

Attachment 9

HOME OF RECORD TRANSPORTATION ENTITLEMENT COUNSELING

Figure A9.1. Home of Record Transportation Entitlement Counseling.

1. SHIPMENT OF HOUSEHOLD GOODS (HHG): My entitlement to ship HHG at government expense terminates within 180 days of the effective date of my separation unless extended as provided in paragraph 3 or HHG are turned over to a Traffic Management Officer or to a carrier for shipment prior to my expiration date.

a. The Joint Travel Regulation (JTR) authorizes shipment of _____ lbs of HHG to my Home of Record (HOR) or the Place where I Last 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 at the processing point, the government will not transport the HHG to my PLEAD, HOR or any other location.

d. I understand that once I ship HHG to my PLEAD or HOR, I am no longer authorized to place HHG into non-temporary Storage (NTS). I am authorized Storage in Transit (SIT) up to 90 days.

e. A member residing in government controlled quarters who is in receipt of a separation order and is required by competent authority to vacate quarters is entitled to a local move of HHG utilizing the separation order. **This move does not constitute a PLEAD or HOR move.**

2. NON-TEMPORARY STORAGE (NTS) OF HHG: The entitlement to NTS at government expense terminates 180 days after the effective date of separation. If I choose not to ship my HHG to a PLEAD or HOR upon separation, I may place my HHG into NTS at Government expense at any time during the 180 day entitlement period. 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 quarters**” this storage lot is to 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. An extension for HHG transportation does not extend the 180 days of NTS (JTR, par. 052012-C3). **Procedures for extensions applications are:**

MEDICAL, EDUCATION, and OTHER DESERVING CIRCUMSTANCES (ODC)

Submit an extension request prior to the expiration of your entitlement via e-mail at hqppa.ecaf-ext@us.af.mil at or fax (210) 321-4263. Extensions beyond 180 days will be considered, however, the letter should clearly indicate why you could not perform your move within 180 days of separation. Include in your request:

a. A copy of my separation order, AND

- b. **(MEDICAL)** Request a medical extension request validation form via email at hqppa.ecaf-ext@us.af.mil to substantiate a medical extension request.
- c. **(EDUCATION)** A statement from the registrar, or other authority of the educational institution addressed to PPA HQ/PPEC, (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 regarding the delay and estimated completion date.
- f. Severe illness of dependent – request a medical extension request validation form via email at hqppa.ecaf-ext@us.af.mil to substantiate this type of extension request.

4. **GENERAL INFORMATION ON EXTENSIONS:**

- a. Requests for extension should be submitted between 30-45 days prior to expiration of your entitlement.
- b. Extensions are not automatically approved.
- c. Extensions are approved in 180 day increments. Extension requests should provide a specific date for the new time limit (For example: 3 months, 90 days, 6 months). Request for open-ended extensions will be returned without action.
- d. Extensions are to 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 travel and transportation entitlement extension does not extend the government's obligation for storage costs beyond the original 180 days entitlement.

Member's Signature

Date

Attachment 10

TELEPHONIC INSPECTION

Table A10.1. Telephonic Inspection.

INSPECTOR'S NAME:	DATE:		
Outbound Services:	Yes	No	N/A
a. Was a pre-move survey conducted?			
b. In your opinion, was the TSP personnel professional and courteous?			
c. Did TSP arrive between 0800 to 1700?			
d. Did the TSP have sufficient supplies on hand (cartons, packing materials) to complete the your pack out?			
e. Were packing cartons new or in good condition?			
f. Were shipping containers new or in good condition?			
g. Were old container markings redacted or blackened out?			
h. Were all items inventoried to include PBP&E and Spouse PBP&E?			
i. Did TSP provide required documents (DD Form 619, legible copies of inventory, GBL/BL)?			
j. Were you satisfied with the packing of your personal property?			
k. Did the inspector provide the customer with emergency contact information?			
Inbound Services			
a. In your opinion, was the TSP personnel professional and courteous?			
b. Did the TSP reassemble items which were disassembled at origin?			
c. Did the TSP provide you with claims information, forms and disposition?			
d. Did you waive packing?			
e. Did TSP unpack and/or remove packing materials/debris?			
f. Were you briefed on verifying services provided on the DD Form 619-1?			
g. Did the TSP arrive between 0800 to 1700?			
h. Was a reweigh requested and performed?			
i. Did you (inspector) provide the customer with emergency contact information?			
j. Did you (inspector) instruct the customer to complete the CSS within 7 days?			
Customer Information:			
Shipper's Name:		Rank:	
Code/Type of Shipment:		GBL#:	
Additional Inspector Comments:			

Attachment 11

**SAMPLE LETTER OF NON-AVAILABILITY GOVERNMENT PROCURED
TRANSPORTATION AND/OR NTS NOT AVAILABLE**

Figure A11.1. Sample Letter of Non-Availability Government Procured Transportation and/or NTS Not Available.

<p>MEMORANDUM FOR: (MEMBER'S NAME) PPPO/PPSO FINANCIAL SERVICES OFFICE</p> <p>FROM: (SERVICING JPPSO)</p> <p>SUBJECT: Government Procured Transportation and/or NTS Not Available</p> <p>1. (Member's Name), (Rank), and (Last 4).</p> <p>2. Authorized movement from _____ to _____.</p> <p>3. Members maximum authorized weight allowance is _____. Previous shipment under this order YES/NO? If yes, combine weight for all shipments and insert the member's remaining authorized weight.</p> <p>4. An advance payment of a monetary allowance equal to the carrier's written estimate is authorized per JTR, par. 051502-B. If authorized JTR weight allowance is exceeded, the member is liable for the excess costs associated with the shipment and/or storage of the excess weight.</p> <p>5. Recommend member purchase insurance through the carrier transporting the HHG or through other available means. File claims for loss and damage directly with the carrier transporting HHG.</p> <p>6. Storage-In-Transit (SIT) is authorized up to 90 days. If an additional 90 days is required, it is to be authorized by the PPSO/PPPO to safeguard reimbursement.</p> <p>7. Member is authorized reimbursement of all charges associated with move including SIT up to maximum JTR weight allowance. The cost of a direct hire or rental cost of transportation, with or without an operator, not including special routing and services stated in JTR, par. 051306-E.</p>

8. Final settlement requires:

DD Form 2278, Application for Do It Yourself Move and Counseling Checklist PPM
Checklist and Certification of Expenses

DD Form 1351-2 Travel Voucher

Copy of order and all amendments

Copy of Government procured transportation and/or NTS non availability letter

Weight tickets or weight estimator if constructive weight is approved.

Copy of rental contract if applicable

Copy of trailer registration, if applicable

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

Signature Block of Transportation Officer