ATTACHMENT K1

"IT'S YOUR MOVE"
ARMED FORCES MEMBERS

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A. WHO IS THIS ATTACHMENT FOR?

This attachment was created to assist Armed Forces Members (Army, Navy, Air Force, Marine Corps and United States (US) Coast Guard). It helps you understand your allowances and responsibilities involving the shipment and or storage of your Household Goods (HHG) and Unaccompanied Baggage (UB). This policy directive has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) according to Department of Defense Directive 5154.29, DOD Pay and Allowances Policy and Procedures, as PDTATAC Case RR090630. Any conflict between this directive and the Joint Federal Travel Regulations (JFTR), Volume 1 is resolved based on the JFTR and not this directive.

B. WHAT'S NEW IN THIS ATTACHMENT?

1. The Defense Personal Property Program (DP3), Defense Personal Property System (DPS), Full Replacement Value (FRV) protection in the event you suffer loss and or damage to your personal property and Customer Satisfaction Survey (CSS) requirements just to name a few.
2. The contents contained in this attachment are not all inclusive of allowances. For detailed Service specifics, consult your Service regulations. For uniformed member allowances, consult the JFTR. For further information, contact your local Transportation Office (TO).

C. DEFENSE PERSONAL PROPERTY PROGRAM

1. To improve your moving experience and streamline the process for those who support it, the Department of Defense (DOD) developed a new program called the "Defense Personal Property Program (DP3)". This new program focuses on meeting the needs of Armed Forces Members, DOD Civilian Employees and their families by promoting a higher service quality.
2. The backbone of the DP3 is the DPS which automates and simplifies your personal property move process.

D. DEFENSE PERSONAL PROPERTY SYSTEM

1. As a centralized, integrated system, DPS supports the DP3 as the one-stop source for managing personal property moves. For the first time, the Military Surface Deployment and Distribution Command (SDDC) has oversight of claims and Transportation Service Provider (TSP) information in one convenient location. In addition, DPS provides the convenient 24/7 access to personal property shipment information and a conduit for a direct relationship between DOD customers and TSPs throughout the entire moving process.
2. Some highlights of DPS include the ability of DOD customers to use DPS to settle claims directly online with their TSP. Claims protection includes FRV of lost items and/or items damaged beyond repair, direct communications and claims settlement between the customer and the TSP. DPS is the focal point for all DOD Customers, TSPs, Personal Property Shipping Offices (PPSOs), the Service Headquarters (HQ), TOs, and others who participate in the personal property moving process.
3. At the present time, DPS has yet to be fully implemented worldwide; however, the time is coming soon. Each Service HQ has published a document which states "who" can utilize the Self-Counseling functionality in DPS based on the initial roll-out schedule. To learn more about the new DP3 and whether or not you can utilize DPS for your next personal property move, please visit http://www.move.mil or contact your local TO for further details.
4. Accessing DPS
   a. First time DPS users must obtain an Electronic Transportation Acquisition (ETA) login Identification (ID) and password before accessing DPS.

b. To obtain an ETA login ID and password, go to: http://www.move.mil.

c. Once you have accessed Move.mil, click on the DOD Customer tab.

d. Once you have accessed the DOD Customer tab, follow the instructions off to the right under "DPS Registration" to register.

e. After clicking the link to register, scroll to the bottom of the page and select "Continue to Create DPS Account".

E. INTRODUCTION

1. A successful move is not a matter of chance. It is the result of planning and hard work. At the center of these efforts is you, the customer. If you expect a good move, you must play an active role.

2. This attachment has been prepared to help you understand your allowances and responsibilities concerning the shipment and or storage of HHG and/or UB. It is also intended to help you understand your allowances and responsibilities in the event you have to file a claim for loss and/or damage.

3. For additional DPS user and personal property shipping information, please visit http://www.move.mil or contact your local PPSO, TO, or Personal Property Processing Office (PPPO). Additional websites are listed at the end of this attachment.

4. Your new unit may assign you a sponsor who should contact you some weeks in advance of your reporting date. A sponsor can often provide information helpful to you in arranging a smooth move. Contact your new unit if you have not heard from your sponsor within a reasonable period. It is your move. Ask questions. Read and understand what you sign. Get involved.

F. VALUABLE TIPS

1. Have expensive and valuable items (e.g., artwork, collectibles, heirlooms) appraised. The Government does not pay for the appraisals, but consider this part of your investment in the event of loss or damage. Attempt to locate original purchase receipts for your more expensive items and keep them separate from the rest of your shipment. Consider using a video camera or taking close-up pictures to record the condition of your furniture, working condition of your stereo, television and the actual appearance of your expensive and/or valuable items prior to the HHG pack/pickup dates. This could help in the event you must file a Loss/Damage Claim.

2. Do not ship small, extremely valuable items such as stocks, bonds, jewelry, coins/coin collections, and items of great sentimental value such as photo albums. Pack them in your suitcases and hand-carry them, as well as your purchase receipts, pictures, and appraisals.

G. WEIGHT ALLOWANCES

1. The JFTR prescribes the maximum Permanent Change of Station (PCS) and Non-Temporary Storage (NTS) weight allowances that you can ship and/or store at Government expense based on the member's rank and dependency status. The JFTR also prescribes Temporary Duty (TDY) weight allowance based on the member's rank. Weight allowances do not include Professional Books, Papers and Equipment (PBP&E/Pro-Gear) or required medical equipment.

   NOTE: The Secretary concerned may authorize a higher weight allowance (Not to Exceed [NTE] 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents

PCS and NTS Weight Allowance (Pounds)		
Grade NOTE 1/NOTE 3	**With Dependents NOTE 2**	**Without Dependents**
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000 **Note 4**	13,000 **Note 4**
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

NOTE 1: Includes a Uniformed Service regular and Reserve Component member, and an officer holding a temporary commission in the US Army/Air Force

NOTE 2: For this table, a member "with dependents" is a member who has a dependent eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

1. The death(s) of all of the member's dependent(s), or
2. A divorce that leaves the member with no dependent(s) eligible to travel at Government expense, the member has the weight allowance of a member "with dependents".

NOTE 3: A member appointed from an:

1. Enlisted/warrant officer grade to a commissioned officer grade, or
2. Enlisted grade to a warrant officer grade or rating is authorized the grade's weight allowance:
   a. Held on the member's PCS authorization/order effective date used for HHG transportation, or
   b. From which an appointment was accepted, whichever is greater.
3. Upon reversion, the member is authorized the weight allowance of the grade held:
   a. On the member's PCS authorization/order effective date then being used for HHG transportation, or
   b. Before reversion, whichever is greater.

NOTE 4: A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

1. 17,000 pounds with dependents or,
2. 14,000 pounds without dependents.

for a PCS authorization/order issued on or after receiving notice of selection to that position and for the remainder of the military career.

TDY WEIGHT ALLOWANCES (POUNDS) Service and Grade NOTE 1			
Army, Air Force, and Marine Corps	**Navy, Coast Guard, and National Oceanic and Atmosphere Administration Corps**	**Public Health Service**	**Weight Allowance**
Officer Personnel			
General/General of the Army	Admiral	N/A	2000 **NOTE 2**
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Real Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Read Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/ Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/ Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
Enlisted Personnel			
E-9	E-9	N/A	600 **NOTE 3**
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

NOTE 1: Includes a Regular member, a member of a Uniformed Service Reserve Component, and an officer holding a temporary commission in the Army/Air Force of the US.

NOTE 2: The Secretarial process may authorize additional weight up to 2,000 pounds (up to 4,000 pounds total) for the Chiefs of Staff, US Air Force and US Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

NOTE 3: A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps, who requires a TDY weight allowance of HHG, is authorized a weight allowance of 800 pounds for a TDY authorization/order issued on or after receiving notice of selection to that position and for the remainder of the military career.

2. You, not your TO or TSP are responsible for staying within your authorized weight allowance. If the weight of items packed, shipped, or stored exceeds your weight allowance, you are financially

responsible for the payment of all charges connected with excess weight In Accordance With (IAW) your Service guidance/regulations.

3. For this reason, estimating the weight of your HHG is very important. Estimates should start early, even before you visit your TO or before you prepare your application to ship and or store personal property in DPS. The counselor at your TO requires an estimated weight for each shipment you intend to make.

4. An easy and usually dependable method for making this estimate is to figure 1,000 pounds per room (not including storage rooms or bathrooms), then add the estimated weight of large appliances and items in the garage, storage rooms, basement, etc. An optional method is to use the "Weight Estimator" at: http://www.move.mil/dod.htm#beforeBegin_dodWeightAllow; then access the "Weight Estimator" tab.

5. Weight Estimates Not Official.

   a. Weight estimates are not official; they are planning tools only. You can never use weight estimates to refute excess weight charges.

6. Excess Weight Can Cost Big Money.

   a. Exceeding your authorized weight allowance on a move can cost you a lot of money. Charges for excess weight can range from several hundred to several thousand dollars.

   b. Notification of overweight charges can take many months after your move is completed. For a member who is separating from the Service and no longer remains in an active pay status, excess costs should be paid prior to the movement of HHG. Excess costs are collected IAW Service regulations. Contact your local TO for additional information regarding excess costs.

7. Verify Accuracy of Excess Cost

   a. The way to avoid excess weight charges is to stay within your authorized weight allowance by estimating early and disposing of unnecessary possessions. When you receive a notification for exceeding your weight allowance, check it carefully. Often you may not have received credit for PBP&E/Pro-Gear. The estimated weight of PBP&E/Pro-Gear must be declared at the time of counseling (at your local TO or when Self-Counseling in DPS if applicable) and annotated on DD Form 1299, Application for Shipment and/or Storage of Personal Property.

   b. If you have any questions concerning your excess weight, contact your local TO.

8. Request for Reweigh

   a. The TO at origin or destination can authorize a reweigh of your personal property shipment at your request at no cost to you. This ensures a reweigh of your personal property is completed or scheduled prior to accepting delivery. If you are available when your shipment is reweighed, you have the right to witness the reweigh and/or request to see the reweigh tickets for verification.

9. Overseas Weight Limitations

   a. Some overseas areas impose administrative weight restrictions. If the area to which you are assigned provides Government furniture, for example, the Government may impose an administrative weight restriction, which would prevent you from shipping your full JFTR weight allowance overseas. In these cases, a member is limited to HHG transportation of 2,500 pounds (net) or, 25 percent (net) of the member's authorized weight allowance whichever is greater, plus UB transportation. If both spouses are members and are assigned to the same Outside Continental US (OCONUS) area where they jointly occupy quarters,

they are limited to one administrative weight allowance, based on the higher ranking member's weight allowance; however, each is authorized individually to UB transportation, PBP&E/Pro-Gear, and required medical equipment. The counselor at your TO can provide information on weight-restricted areas.

b. If you are administratively weight restricted, you have the option of storing the remainder of your HHG in long term storage called NTS, or you may ship your HHG to a designated location within the Continental US (CONUS) for the duration of your overseas tour. UB is included in your JFTR weight allowance, but is in addition to your administrative HHG weight allowance. Authorized PBP&E/Pro-Gear are not counted against the full JFTR weight allowance or an administrative weight allowance. If declaring PBP&E/Pro-Gear, you must provide an estimated weight during counseling and it must be annotated on your DD Form 1299 prior to HHG/UB pickup.

H. MOTORCYCLE OR DIRT BIKE SHIPMENTS

1. Generally, motorcycles and or dirt bikes can be shipped either as a separate Privately Owned Vehicle (POV) shipment, or in your HHG shipment. However, some countries do not allow the importation of motorcycles and or dirt bikes. If shipped to a country which does not allow their importation, the entire HHG shipment and or motorcycle/dirt bike shipment may be held by the Host-Country Customs officials and may not be released until the unauthorized shipment has been corrected. This action may result in a monetary inconvenience on your part.

2. Contact your local TO for details based on Host-Country requirements to which being assigned to, or you may consult the Personal Property Consignment Instruction Guide (PPCIG) by visiting: https://tops.ppcigweb.sddc.army.mil/ppcig/menu/home/warning.do.

3. When shipping a motorcycle, the following outlines your responsibilities during the moving process:

   a. Fuel injected models must be drained of fuel. Carbureted models must be drained down to reserve, or as low as possible. This can be done by running the engine until empty and/or using a siphoning device.

   b. Make sure that tires are properly inflated, and vehicle is free of fluid leaks. Oil, transmission and fuel leaks are the usual culprits that must be repaired prior to shipment.

   c. Disconnect battery and tape ends with electrical tape to prevent sparking.

   d. Empty saddlebags and ensure you remove all belongings. Any paperwork, keys, boxes, or spare parts need to be shipped separately. Saddlebags and windshields can stay on the motorcycle and helmets may be shipped as long as they are securely strapped to the motorcycle. Note: Ensure inventory reflects when helmet is attached to the motorcycle.

   e. Ensure motorcycle is unlocked so the driver can roll onto the truck and onto the skid.

   f. If equipped with a full style touring windshield, it is recommended that it be removed and shipped separately (crated if necessary).

I. CONSUMABLE ITEMS

If you are assigned to a permanent duty station in a remote location listed in the JFTR, Appendix F, Part I, you are authorized to ship up to 1,250 pounds of suitable consumable goods per tour year (i.e., 12-month tour – 1,250 lbs; 18-month tour – 1,875 pounds) of assignment. As with PBP&E/Pro-Gear, these items must be packed, marked, and weighed separately. The inventory should identify them as "Consumable Items". Contact your local TO for additional details if applicable.

J. PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E/PRO-GEAR)

1. Member:

   a. PBP&E/Pro-Gear is defined as: HHG in a member's possession needed for the performance of official duties at the next or a later destination. If you have PBP&E/Pro-Gear to declare, you must do so at the time of counseling (at your TO or during Self-Counseling in DPS). Your estimated weight is printed on your DD Form 1299 or the word "None" is present if you do not declare a weight for PBP&E/Pro-Gear. You also must separate professional items from the rest of your property so they may be packed, marked, and weighed separately.

   b. When properly listed on the inventory and weighed, the weight of PBP&E/Pro-Gear does not count against the total weight of your shipment(s). Before signing your inventory prepared by the TSP(s), be sure these items are listed as "PBP&E/Pro Gear" and not as "books" or "miscellaneous". The proper designation of these items and the exclusion of the weight can be very important.

   c. The following items are considered PBP&E/Pro-Gear:

      (1) Reference material.

      (2) Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions.

      (3) Specialized clothing such as diving suits, flying suits; astronaut's suits, flying suits and helmets, band uniforms, chaplain's vestments, and other specialized apparel not normal or usual uniform or clothing.

      (4) Communications equipment used by a member in association with the Military Affiliated Radio System.

      (5) Individually owned or specially issued field clothing and equipment.

      (6) An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/US or foreign Government for significant contributions In Connection With (ICW) official duties.

      (7) Personal Computers and accompanying equipment used for official Government business (i.e., Central Processing Unit (CPU), monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

      NOTE: Excluded from PBP&E/Pro-Gear are commercial products for sale/resale used in conducting business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E/Pro-Gear.

   d. Reminder: The estimated weight of PBP&E/Pro-Gear must be provided during counseling and annotated on DD Form 1299.

2. Member's Dependent Spouse:

   a. Member's Dependent Spouse PBP&E/PRO-Gear. The Service concerned may authorize an additional weight NTE 500 pounds for PBP&E/PRO-Gear that belongs to the member's spouse when on a permanent change of station. PBP&E/PRO-Gear for a member's spouse must meet the definition of spouse PBP&E/PRO-Gear in the JFTR, Appendix A, and is necessary for employment or community support activities at the next duty station or a later destination. The shipment of PBP&E/PRO-Gear for a member's spouse is in the same manner and under the same conditions as other HHG. PBP&E/PRO-Gear will be identified

as belonging to the spouse, packed, weighed, and inventoried separately, to include listing the actual weight of PBP&E/PRO-Gear.

b. The following items are considered PBP&E/Pro-Gear:

(1) Reference material.

(2) Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions.

(3) Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing.

(4) Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: Excluded from PBP&E/Pro-Gear are commercial products for sale/resale used in conducting business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E/Pro-Gear.

K. WHEN TO MAKE ARRANGEMENTS

You may ship personal property anytime after you receive your official orders/authorization (e.g., PCS, Separation [ETS] or Retirement [RET]). Contact your TO early to increase the chances of having your personal property moved on the date you want. Pack dates are usually a day or two before the actual pickup date of your shipment. Pack dates can and do vary. To ensure a smooth move, the TSP or its representative coordinates the pack dates with you during the pre-move survey process. Delaying the call or visit can create hardships for everyone.

L. WHO TO SEE

The Army, Navy, Air Force, Marine Corps, and Coast Guard operate TOs. Your origin TO is your first point of contact when questions or problems about the movement of your personal property arise prior to shipment.

M. WHAT YOU "MAY" SHIP AS HHG

You may ship all personal property associated with the home and all personal effects belonging to you and your dependents on the effective date of your PCS orders. Also included are:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.
2. Spare POV parts (see Definition in Table of Contents) and a pick up tailgate when removed.
3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware).
4. Consumable goods for a member ordered to locations listed in the JFTR, Appendix F, Part I.
5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart, or snowmobile [and/or the associated trailer]).
6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer).

7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE five gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than four feet (unless detachable).
9. Government or military owned accountable Organizational Clothing and Individual Clothing property issued to the member by the Agency/Service for official use.

N. WHAT YOU "MAY NOT" SHIP AS HHG

1. The following items may not be shipped as HHG (includes, but not limited to):
   a. Personal baggage when carried free on commercial transportation.
   b. Automobiles, trucks, vans and similar motor vehicles, airplanes, mobile homes, camper trailers, horse trailers, and farming vehicles.
   c. Live animals including birds, fish, and reptiles.
   d. Articles that otherwise would qualify as HHG but are acquired after the PCS authorization/order effective date, except:
      (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS authorization/order effective date, but before the date the bulk of the HHG are released to the TO or TSP for transportation when purchased in the US for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964); or
      (1) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988)
   e. Cordwood and building materials for resale, disposal, or commercial use.
   f. Privately owned live ammunition.
   g. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks.
2. Local laws or TSP regulations may prohibit commercial shipment of certain articles not listed above. Laws and regulations prohibit articles liable to impregnate or otherwise damage equipment or other property—for example, hazardous materials including explosives, flammable and corrosive materials, and poisons. Contact your TO if you have a question about any item refused for shipment by the TSP.
3. If you are not sure of an item, check with your TO for more details.

O. GYPSY MOTH

Do Not Move a Serious Pest to a New Neighborhood.

1. Planning to move from a State infested with gypsy moth to one that is not infested? Moving your outdoor lawn furniture, lawnmower, garden tools and or playground equipment across State lines? You need to know about a regulation intended to prevent the interstate spread of this pest.

2. To prevent the spread of Gypsy Moth, you are responsible for making sure that your outdoor household articles do not move the gypsy moth. How you do this is your decision. The quarantine regulations allow for self-inspection of HHG, and this attachment was developed to assist you should you choose to self-inspect. Alternatively, you may pay a US Department of Agriculture (USDA)-trained certified pesticide applicator to inspect the articles you plan to move.

3. To learn more about Gypsy Moth, where the problematic areas are, and how you can prevent the spread of Gypsy Moth, go to http://www.move.mil, access the DOD Customer Tab and click on Gypsy Moth under the online attachments for further details. Your local TO can also provide additional details.

P. ALCOHOLIC BEVERAGE SHIPMENT

1. Each Service allows for the importation of Alcoholic Beverage Shipment; however, the method of importation varies. The following extract from the JFTR states that the shipment of alcoholic beverages as HHG must conform to 27 USC §122.

   Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

2. Visit the following websites for additional information on the importation of alcoholic beverages into the US:

   a. State Wine Laws: http://www.wineinstitute.org **(*) Non-DOD Website**.

   b. Personal Importation of Alcoholic Beverages: http://www.ttb.gov/importers/personal_importation.shtml **(*)**.

   c. Alcohol Beverage Control Boards for the United States:

      http://www.ttb.gov/wine/state-ABC.shtml **(*)**.

Q. SHIPPING AND OR STORING YOUR POV

To obtain information regarding Shipping and/or Storing Your POV, please visit the Defense Transportation Regulation Web Page Shipping Your POV at http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_3.pdf and Storing Your POV at http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf .

R. UNACCOMPANIED BAGGAGE UB

UB is that part of a member's prescribed weight allowance of HHGs that:

1. Is not carried free on a ticket used for personal travel
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: UB ICW permanent duty and Consecutive Overseas Tour/In Place Consecutive Overseas Tour travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in UB.

NOTE 2: ICW an extended TDY assignment, UB is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

4. Reminder: The estimated weight of PBP&E/Pro-Gear must be provided during counseling and annotated on DD Form 1299.

S. BOATS

WARNING! Boat shipment and storage expenses are partially reimbursed by the Government and the member bears financial responsibility for any out-of-pocket expenses not paid by the Government.

1. Shipping Your Boat

   a. The typical member is not well informed on the movement of boats in Government shipments. The JFTR authorizes movement of a boat, up to a cost not to exceed the amount to move the same weight of HHG. This sounds quite simple enough; however, most boats move under a One-Time-Only (OTO) rate at commercial rates.

   b. These rates usually exceed the rate to move a like weight of HHG. When this happens, excess cost is incurred. Please review the following information before you arrange for shipment of your boat at Government expense.

      (1) Consider a Personally Procured Move (PPM): If you are moving your boat within the CONUS or between the CONUS and Alaska, consider making a PPM (at least for the boat). You could receive an incentive of 95 percent of the Government Constructed Cost (GCC) to move the same property (up to the amount of weight remaining on your allowance), less actual expenses and applicable taxes. The incentive is based on actual weight moved, not to exceed your maximum weight allowance. This program allows you to move the boat at Government expense and possibly make money for doing it.

      (2) Make your own arrangements: If you choose not to perform a PPM, consider making your own arrangements with a commercial boat hauler. You are authorized reimbursement, not to exceed the GCC to move your same weight of HHG. Contact your TO for guidance before making your own arrangements. In most cases, the member has either avoided or reduced excess cost by making personal arrangements. As with PPM moves, you must have weight remaining on your allowance to receive reimbursement. Boats may be shipped within CONUS or overseas (subject to host country restrictions). The definition of boats includes, but is not limited to, canoes, skiffs, sailboats, light rowboats, kayaks and dinghies, or sculls. You must ensure the boat and motor are securely fastened/strapped to the trailer.

2. Shipping Your Boat Trailer

   a. The trailer must have a valid license; however, if the origin state does not require a license; a transit permit at the member's expense is necessary for the tow-away TSP to transport the boat trailer. Below are trailer safety standards to note prior to the shipment of the boat trailer.

      (1) The trailer must have working lights, wiring, and brakes (if so equipped).

      (2) The trailer must be equipped with good tires and hubs that have been checked for adequate lubrication and good bearings.

(3) The trailer frame must not be bent, twisted, or broken.

3. Member's Responsibility

a. Ensure the boat is prepared for shipment to avoid additional charges.

b. Pay all accessorial service charges, including special packing, crating and handling costs. This includes the difference between special boat rates and the Government cost to transport a like weight of HHG. Be aware these costs can be expensive.

c. Remove pilferable items, clothing, televisions, skis, and similar items. Lower or remove all antennas, masts, fishing/trolling poles, and outriggers.

d. Ensure the boat is ready for the TSP on the agreed upon pickup date. The TSP can charge you for attempted pickup cost.

4. Methods of Shipping Your Boat

a. Domestic

(1) Any boat (e.g., personal watercraft, jet ski) less than 14 feet long without a trailer, and dinghies and sculls of any size may be shipped as HHG with your HHG shipment.

(2) Boats (e.g., personal watercraft, jet skis) 14 feet or longer, or less than 14 feet with a trailer, may be moved as a separate HHG shipment. Such moves are normally arranged by the TO.

(3) PPM includes hiring a commercial mover or sailing the boat yourself.

b. International

(1) Any boat (e.g., personal watercraft, jet ski) and/or trailer that fits into a standard overseas container and small boats such as canoes, kayaks and rowboats may be shipped with your HHG.

(2) Boats, personal watercraft etc., that do not fit into a standard overseas shipping container may be moved with the member's HHG but require separate rates to be solicited under the OTO program.

(3) PPM includes hiring a commercial mover or sailing the boat yourself.

c. As a principal residence

When your boat is your principal residence, you have two movement options:

(1) Within the CONUS and to or from Alaska you may sail it yourself and receive the actual transportation cost subject to the limitations in the JFTR Chapter 5, or the automobile mileage rate in the JFTR Chapter 2 for overland mileage for the official distance between the authorized points.

NOTE: Your travel and transportation allowances may be limited.

(2) Let the Government arrange to move your boat. In this case the Government will pay up to what it would cost to ship the like weight of HHG up to your maximum HHG weight allowance.

If you live on your boat and move it as a principal residence, you are not authorized a separate shipment of HHG. Movement of a boat as a principal residence is governed by the same rules and regulations as shipping a mobile home. The rule restricting shipment to any place outside the CONUS except Alaska is the same as that for a mobile home. Contact your local TO for additional information.

T. FIREARMS

1. When shipping firearms within or to the CONUS, you must comply with local and/or state laws, and Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations. For shipments to overseas countries, you must abide by the laws of the host country. When returning firearms from overseas to the US, you must identify your firearms on your individual customs declarations and obtain ATF Form 6, Part II and ATF E 6A. These forms are required to bring firearms into the US. The forms are available on the ATF website: http://www.atf.gov/ **(*)** and the process period may be as long as six weeks. Some basic rules include:

   a. Make the firearm inoperable by removing the bolt, firing pin, trigger assembly, and other arming parts.

   b. Remove all ammunition from the firearm.

   c. Ensure the firearm information is written on the inventory: make, model, serial number, unique characteristics, and caliber or gauge.

   d. Firearms shipped in containerized shipments must be placed in the number one container to insure easy access by custom officials.

2. Compliance with the law is your responsibility

   a. Local and state laws vary regarding possession and registration of firearms. To be safe, do not carry firearms on your person, except as authorized by local laws and regulations. When carrying a weapon, be sure to check the laws of all states or countries through which you intend to travel to your new duty station.

U. ARRANGING THE MOVE

You either visit your TO to arrange the movement and or storage of your personal property, or if applicable, you may "Self Counsel" yourself using DPS. Provide the following at time of counseling.

1. Complete set of orders/authorization including amendments/for each type of shipment planned (e.g., HHG, NTS, UB).

   NOTE: If you perform "Self-Counseling" in DPS and electronically submitted your Application(s) to Ship and or Store Personal Property to the responsible TO for review, you must either Electronic Mail (e-mail), facsimile, mail, or hand-carry your orders/authorization to include amendments/endorsement to the responsible TO for review/approval. Failure to do so may result in your personal property not getting packed/picked up on the dates you requested

2. An idea of when you want to move and an estimated weight. Be as flexible as possible when selecting HHG pack and pickup dates. Your preferred dates may not be available during some periods such as summer or days near official holidays. Avoid scheduling lease termination or house sale closing on the same date your HHG are to be packed, picked up, or delivered. Leave some time in your schedule for the unforeseen. You or your designated representative must be available between the hours of 8:00 AM to 5:00 PM on pack, pickup, and delivery dates.

3. The date you plan to arrive at your new duty station. Your arrival date assists your TSP and or local TO schedule delivery of your shipment(s) which may reduce storage costs paid by the Government. For example, if you know you are not available to accept a shipment for three months, do not schedule a HHG delivery date during the three months you are not available.

4. What type of shipment you want to make (HHG, UB and or NTS) and the estimated weight. Do not forget to declare PBP&E/Pro-Gear.

5. Information on excess cost. The minimum excess cost is approximately $100.00 per hundred pounds over the maximum weight allowance. If you have not used an item, or you plan to get rid of it "soon" we encourage you to "pitch it before we ship it."
6. A list of large or unusual items (i.e., large screen TV [i.e.; plasma, LCD, DLP], piano, pool table, china cabinet, wall unit, satellite dish, hot tub, boat, motorcycle, recreational vehicle).
7. A letter of authorization signed by you or a power of attorney; required if you are unable to visit the TO. You may appoint your spouse or an agent to act on your behalf. Be sure the person you choose knows what you want and has the information to make the right arrangements. Remember, this person is acting for you, and you are responsible for that person's decisions

V. DOCUMENTATION

1. If you receive a personal property counseling at your TO, your counselor provides you with copies of all documentation associated with the movement and or storage of your shipment(s). Look over your documentation carefully before signing.
2. If you performed "Self-Counseling" in DPS, you are prompted screen-by-screen to read and acknowledge your inputs. You will also receive a shipment summary prior to electronically submitting your application(s) for shipment and or storage to your responsible TO for review. You then are able to print the documentation created for each shipment request. In the event corrective actions are required on your part in DPS, your TO notifies you by phone and or e-mail.

   NOTE: Keep copies of all documentation related to the shipment and or storage of HHG. Do not pack them in your shipments. It's recommended that you hand-carry your documentation to your new destination.

W. RESPONSIBILITIES

A good move depends largely on how much you get involved and how well prepared you are when the TSPs arrive. The following is a guide to assist you and may be used as your record of tasks accomplished.

1. Your Responsibilities (at Origin)
   a. Keep your TO/TSP informed of any change in your orders or other changes, such as a current telephone number or e-mail address where you are available until you leave your old duty station.
   b. If shipping any engine power driven equipment (e.g., motorcycle, dirt bike, lawnmower, snowmobile, moped, boat), ensure they are free of dirt or grease. Disconnect the battery cables and tape the leads so they do not make contact with the battery terminals. Batteries with acid or alkali are prohibited from shipment; only nonspillable gel-type batteries are authorized. Disconnect lead from spark-plug and also tape the wire lead so it does not make contact with spark-plug. With the motorcycle/dirt bike running, completely run it out of gas until it stalls. No fuel can be in the tank when shipping a motorcycle/dirt bike as a HHG shipment.
   c. Do not change your shipping dates unless necessary. Changing moving dates, especially during the summer months, can mean a lengthy delay in getting your move rescheduled. Contact the TO and/or TSP, immediately if rescheduling the shipping dates is necessary. Notify the TO/TSP if you or your designated representative is not available during the scheduled pack and or pickup dates. If the TSP arrives to pack/pickup your personal property and either you or your designated representative is not available, you may be financially responsible for an "Attempted" pickup charge. This fee must be paid in full prior to re-scheduling new pack and pickup dates.

d. Contact the origin TO if the TSP, or the TSP's representative has not contacted you a few days prior to your scheduled pickup date.

e. You or your representative designated in writing must be home when the TSP arrives to pack and remove your belongings (Between the hours of 8:00 AM – 5:00 PM).

f. Thirty days in advance is not too early to begin preparation for your move.

g. Ensure that any untidiness of your residence or pickup location does not hinder the job performance of the crew that packs your property.

h. Remove your TV antenna; disconnect your satellite dish.

i. Empty, defrost, and thoroughly wash the inside of your refrigerator and/or freezer to keep mildew at a minimum during transit and storage, these appliances need at least two days to dry out. Leave doors open after cleaning.

j. Drain water from hot tubs and waterbeds.

k. Remove window air conditioners.

l. Disconnect and prepare all components such as stereos, compact disc players, videodisc players, computers, printers, televisions, and VCRs for the move.

m. Disconnect all appliances, such as washer, dryer, and stove. Charges associated with disconnecting these appliances are your responsibility so you should complete disconnections prior to the HHG pack and pickup dates. If you are shipping or storing a front-load washer, please provide necessary hardware (e.g., shipping bolts) when available.

n. Disconnect TVs (Plasma/LCD/DLP); un-mount them from the wall.

o. Dispose of foods that could spill or spoil in transit or in storage.

p. Dispose of worn out and unneeded items before the move to avoid wasteful packing, moving, or storage expenses and excess weight to you.

q. Remove hanging objects scheduled for shipping from the walls, ceilings, and cabinet. This includes curtain rods, kitchenware (kitchen utensil, food racks), mirrors, and pictures.

r. Dismantle outdoor play equipment and outdoor structures (e.g., utility sheds, playhouses, swing or gym sets).

s. Ensure personal property items are free of soil/pest infestation (e.g., gypsy moths, brown tree snakes). Remember: Complying with requirements of the USDA and state laws is your responsibility.

t. Remove personal property from an attic, crawl space, or similar storage area within the residence. The TSP is not required to go into areas which:

   (1) Are not accessible by a permanent stairway (ladders are not considered a permanent stairway),

   (2) Are not adequately lighted,

   (3) Do not have a finished floor, and

   (4) Do not allow a person to stand erect.

u. Have your property separated by shipment and distinctly marked. Put items that are to go in the UB shipment in one room. Distinctly mark items for storage, items not to be packed, etc. This reduces the chance of items getting into the wrong shipment or preventing shipment of

discarded items. When possible, dispose of all trash and items to be discarded prior to the TSP's arrival.

v. Separate your professional items and any authorized additional consumables. Be sure they are identified on the inventory as "PBP&E/Pro-Gear" or "Consumable Items" and ensure they are weighed separately or a constructive weight has been annotated on the inventory.

w. Remove all old TSP markings and stickers from furniture and boxes.

x. Identify contents left in drawers. Be sure the inventory reflects the contents.

y. Safeguard all cash, jewelry, or other expensive items. Hand-Carry them.

z. Airline tickets and passports are important documents. It is a good idea to keep these items locked in your car, or ask a friend or neighbor to keep them until your HHG shipment is picked up

aa. Ensure each carton and loose item (e.g., ladder, rake) has an inventory tag and all tag numbers appear on the inventory

bb. Monitor the wrapping and packing of your items. Make sure everything is wrapped individually and adequately. Make sure heavy items are not packed on top of light items. Do not allow your property to be taken to the warehouse to be packed without first consulting the TO.

cc. Drain all gasoline, oil, and water from power-equipment (e.g., lawn mowers, snow blowers, etc) prior to pick up.

dd. Have any pre-packed boxes, cartons or totes available for the TSP to check. TSPs may repack items in pre-packed containers to ensure safe transport of your property.

ee. Carefully read the inventory prepared by the TSP's personnel before you sign. Look at it from time to time while the items are packed. Ensure all boxes and loose items are listed correctly on the inventory. If a box contains crystal, or ceramic figurines, make sure the inventory says "crystal" or "Hummel's" or "Lladros," etc., instead of a generic description such as "kitchen items" or "glass."

ff. Make sure major items (e.g., pieces of stereo equipment) are individually noted on the inventory with complete and accurate descriptions.

gg. If the packers list "color television," have them add the size, make, model, and serial number (when readily accessible). This procedure also applies to stereo and video components. Closely check the string of symbols showing pre-existing damage. These symbols are explained in the top, right-hand corner of the inventory. For example, "BR 2-4-5-3" means "broken, bottom, front-left corner."

hh. A good inventory shows what you shipped and what condition the item was in at the time of pickup. If your inventory is inaccurate, tell the TSP's representative, and write down why you disagree at the bottom of the inventory in the space marked for exceptions.

ii. Do not argue with the TSP's representative. If you have a problem, call your TO at once.

jj. Do not sign anything until you read, understand, and agree with it. You must be provided a legible copy of everything you sign. Never sign a blank, incomplete, or illegible form, or a form you cannot clearly understand

2. Your Responsibilities (at Destination)

a. Contact the destination TO and or the TSP delivering your personal property as soon as possible after your arrival even though you may not know the delivery address for your

personal property. The TO/TSP needs a telephone number and/or address where you can be reached on short notice.

b. As soon as you have a delivery address for your personal property, call the TO again and provide this information.

c. If possible, be prepared to accept delivery of your property as soon as it arrives. This will prevent additional handling, reduce the chance of loss or damage, and reduce or eliminate storage expenses.

d. You or your designated representative in writing must be home on the day of delivery.

e. Know in advance where you want each piece of furniture placed in your new residence. You are allowed a "one time placement of goods" by the TSP upon your request.

f. Check each carton or item off the inventory. Make sure everything that was picked up is delivered.

g. If you discover any loss and/or damage at the time of delivery, list all missing and or damaged items by appropriate inventory number on the DD Form 1840, Joint Statement of Loss or Damage at Delivery/Defense Personal Property Program Notification of Loss or Damage AT Delivery Form. Do not sign for services if the TSP did not perform them

h. Do not argue with the TSP. Contact the destination TO if problems arise.

3. TSP's Responsibilities (at Origin)

a. Conduct Pre-Move Survey (Physical or Telephonic) depending on the type of shipment and estimated weight. When required, it should be conducted prior to the first day of packing.

(1) Purpose of Pre-Move Survey: TSP or TSPs representative determines weight/volume of property to be packed/loaded, quantity and type of packing materials required, whether or not items require special crating (e.g., marble tops, artwork, grandfather clock), whether a Third-Party should be involved to disassemble certain objects (e.g., German Wall Unit, other specialized furniture/equipment). If a TSP/TSP representative feels special services are required that were not identified at the time of counseling, the TSP/TSP representative submits a request to the TO for review/approval. (The TO makes the final determination. If denied, you can request the TSP to provide specialized services, however, at your own expense).

(2) TSP/TSP representative determines the number of days required to pack/pickup shipment.

(3) TSP/TSP representative and you can negotiate pack, pickup and delivery dates during the Pre-Move Survey. Keep both your origin and destination TO informed of any changes to include pickup/delivery address, telephone number/e-mail address changes.

b. Begin packing/pickup between 8:00 AM – 5:00 PM.

c. Protect appliances against damage while in transit. The TSP secures moving parts that, if allowed to move in transit, could damage the appliance.

d. Use new, clean packing materials for linen, clothing, and bedding

e. Use new or like-new packing materials for all other items. Excelsior or newspaper is not allowed. Items packed in boxes should be padded and insulated from carton walls.

f. Pack mirrors, pictures, and glass tabletops in specially designed cartons.

g. Wrap and protect all finished surfaces from marring or scratching; use furniture pads.

h. Properly roll and protect rug and rug pads at residence. Only small throw rugs may be folded.

i. Pack all designated PBP&E in separate boxes. These cartons must be marked "PBP&E/Pro-Gear", weighed separately, and listed on the inventory form.

j. Put all nuts, bolts, and screws from a disassembled item in a bag and attach securely to the item.

k. Mark each carton to show general contents.

l. Prepare an accurate and legible inventory.

m. Obtain approval from the TO prior to loading on the tailgate of the moving van.

n. Remove all excess packing material from your residence.

4. TSP's Responsibilities (at Destination)

a. Begin delivery between 8:00 AM – 5:00 PM.

b. Perform a one-time placement of rugs prior to placement of your HHG.

c. Unpack and unwrap all cartons, boxes, and crates.

d. Place each item or carton in the room you indicate. This one-time placement includes placing unpacked articles in cabinets, cupboards, or on kitchen shelves when convenient, safe, and it is your desired location. Have placement planned out before the TSP arrives. TSPs are required to place each item only once.

e. Assemble all furniture and equipment if disassembled at origin.

f. Remove packing and blocking from appliances. The TSP is not required to connect appliances to electric, gas, or water outlets.

g. Provide a "Joint" written record of any loss and or damage at delivery on DD Form 1840 or on the "Defense Personal Property Program Notification of Loss or Damage AT Delivery" Form. You and or your designated representative along with the delivery TSP sign this form. The TSP's representative must provide a copy of this form

h. As stated earlier, TSPs are not required to go into an attic, crawl space, or similar storage area for the purpose of delivering and placing personal property. This includes areas that:

(1) Are not accessible by a permanent stairway (ladders are not permanent stairways).

(2) Are not adequately lighted.

(3) Do not have a finished floor.

(4) Do not allow a person to stand erect.

i. Once the shipment has been delivered, the TSP is not required to deliver property to a self-storage facility.

NOTE: It is not advisable to waive unpacking at any time during the delivery. However, if unpacking is waived, the TSP is not required to return later to unpack or remove debris.

X. CLAIMS FOR LOSS AND DAMAGE FRV

Unfortunately, you may suffer loss or damage to your personal property during movement. If your property is lost or damaged you have the right to file a claim directly with the TSP. (You may also purchase additional insurance for your move through the TSP or from a private insurance company.

1. For shipments not processed in DPS, a member notifies the TSP of Loss/Damage noted the day of delivery on DD Form 1840. The member/designated agent and the TSP sign/date DD Form 1840 on the date of delivery. Additional loss/damage noted after the delivery date is recorded on DD Form 1840R, Notice of Loss or Damage. The time-frame and FRV listed below apply. When filing a claim for Loss/Damage, you do so at your Military Claims Office.
2. All DOD customers are eligible for FRV protection on DOD funded personal property shipments at no cost to you.
3. If the member's property is lost or damaged during a move, they may file a claim against the TSP. The member can file a claim directly in DPS with the TSP for damaged or lost items at the time of delivery or after delivery. The member is authorized FRV coverage as detailed below:
   a. FRV:
      (1) If a claim is filed directly with the TSP within nine months of delivery, then the TSP's maximum liability on each Domestic HHG (dHHG), International HHG (iHHG) and International Unaccompanied Baggage (iUB) shipment is:
         (a) $5,000 per shipment, or
         (b) $4.00 times the net weight of the HHG shipment, or gross weight of the iUB shipment, in pounds, not to exceed $50,000, whichever is greater.
      (2) For loss/damage discovered on the date of delivery, the member must complete the Defense Personal Property Program Notification of Loss or Damage AT Delivery.
      (3) For loss/damage discovered after the delivery date, the member must complete the Defense Personal Property Program Notice of Loss or Damage After Delivery.
      (4) For direct claims settlement between member and TSP:
         (a) Claims must be filed through DPS.
         (b) Claims must be filed with the TSP first to maintain FRV eligibility.
      (5) A member has the option to transfer the claim to the military claims Service after 30 days. In these instances, the military claims office pays the member depreciated value and then pursues the FRV claim with the TSP. After settlement with the TSP, if the FRV settlement exceeds the amount paid by the military claims Service to the member, the member receives the difference.
   b. The TSP may offer quick claim settlement.
      (1) Less than $500.
      (2) Within five days of delivery.
      (3) Not reported in DPS unless customer files an additional claim.
   c. The TSPs are responsible for obtaining repair estimates.
   d. Member and TSP negotiate settlement through DPS.
      (1) The TSP must pay, deny, or make an offer within 60 days of receipt of a complete claim through DPS.

(2) The member has the ability to accept or reject the TSP's offer on a line-by-line basis.

e. Inconvenience Claims. It is the TSP's responsibility to pickup and deliver personal property shipments on the agreed dates. Failure to do so can cause serious inconvenience to the member and family, and can result in the expenditure of funds by the member for lodging, food, rental/purchase of household necessities, and directly related miscellaneous expenses. An inconvenience claim may be filed via DPS for out-of-pocket expenses caused by the TSP's failure to act on the agreed dates at origin or destination.

f. For dHHG and iHHG shipments, the member receives a toll free number prior to pickup for direct communication between the member and the TSP. The toll free number may be used for customer inquiries and problem resolution during any phase of the move. The TSP must respond to the member's concerns within 24 hours from the member's initial call if received Monday through Friday and by close of business the following workday for calls/inquiries received by the TSP on Saturdays, Sundays or legal (officially declared national) holidays. The member should be counseled that the toll free number is not to be used for shipment changes (pickup date or delivery date changes). The member must contact the local TO for any changes after shipment award to a TSP.

4. For additional information on FRV, visit http://www.move.mil or, go online to your respective Service claims office listed below.

Y. PURCHASING ADDITIONAL INSURANCE

Depending on the value of your HHGs, you may decide to purchase additional insurance through the TSP or a commercial company (at your own expense).

NOTE: The option to purchase additional insurance through the Government no longer exists.

Additionally, some homeowner policies may cover some items in shipment; check your policy or contact your insurance company for details.

1. Service Claims Offices

a. Army: https://www.jagcnet.army.mil/

b. Air Force: https://claims.jag.af.mil

c. Navy: http://www.jag.navy.mil/organization/code_15.htm

d. Marine Corps: https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/PERSONNEL/Property

e. Coast Guard: http://www.fincen.uscg.mil/hhg.htm.

Z. DURING AND AFTER THE MOVE

1. Evaluation of Move

At some time during packing, pickup and or delivery of your personal property, a Quality Control inspector from the TO may drop by to check on the progress of the services being performed by the TSP. If you have any questions or problems, inform the inspector or contact the TO.

2. Customer Satisfaction Survey (CSS)

a. Your voice counts. After receiving your delivery at destination, you are asked to complete a CSS survey. The CSS is the primary source of data that is used in determining the performance portion of each TSP. It is very important to update your e-mail address and contact information at destination. You will be informed on the importance of completing the

CSS on the web upon delivery of each shipment moved. If you did not complete this survey you will receive e-mail reminders. You, as a customer, can assist in improving the quality of personal property moves. Your opinion counts and every completed survey enhances the program.

b. To access the survey, please go to: http://www.move.mil/. Upon entering this website, click on the DOD Customer tab, then select the appropriate hyperlink to complete the CSS.

AA. PERSONALLY PROCURED MOVE (PPM)

1. The PPM program is an alternate means of moving your personal property. You must make the arrangements at origin just as you would for a Government arranged move and complete certain other requirements to include obtaining weight tickets.
2. This program is an option available to you or to a deceased member's next of kin.
3. The PPM program allows you to personally move HHG and either be reimbursed up to the Government's cost or to collect an incentive payment from the Government when you have orders for PCS, TDY, ETS, or RET, or assignment to/from or between Government Quarters.
4. The following are authorized methods of moving your personal property:
   a. POV PPM. There are no restrictions as to the type of POV or equipment used to perform personally procured transportation of HHG except for a Government owned vehicle.
   b. Privately Owned Trailers. The utility trailer weight applies one time only if the trailer is used as the means of conveyance. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable). The member or member's dependent must own the trailer prior to the effective date of the PCS or TDY order.
   c. Other methods include "You-Load They-Drive", Rental Equipment, Parcel Post, Hire a Commercial Company. Contact your local TO to obtain Service unique details on PPM allowances and procedures.
5. Approval
   a. The TO must provide counseling and prior approval for a PPM move. Failing to comply with Service requirements of the program may limit payment or result in complete denial of your claim. Articles not meeting the definition of HHG in the JFTR are not authorized in the total weight to be shipped.
6. Excess Costs
   a. Actual authorized moving costs that exceed the Government cost is at your expense. If you draw an advance allowance based on the estimated weight of your HHG, and the actual shipment weight is less, you are required to reimburse the Government the excess amount.

      NOTE: Performing a PPM does not eliminate the possibility of excess cost.

      NOTE: The combined weight of all shipments made (PPM, HHG, UB and/or NTS) is NTE your maximum authorized JFTR weight allowance.
7. Estimating Weight
   a. The most important step you can take to avoid paying back any of your advanced operating allowance is to accurately estimate the weight to be moved.

8. Weight Allowances

   a. The JFTR weight allowances are applicable in connection with TDY, PCS, ETS, RET, and local moves. Your personal property counselor can advise you of your authorized weight during your counseling session. You are required to complete an inventory of HHG to determine an estimated weight.

9. Incentive

   a. As an incentive to participate in the program, you are authorized to receive 95 percent of what it would cost the Government to transport your HHG. The computation is based on actual weight transported NTE your authorized JFTR weight allowance. Your TO can estimate the constructive move cost based on the estimated weight to be moved and the authorized distance from origin to destination.

   b. Incentive payment estimates, provided at the time of counseling, are estimates only. Overestimating the weight of your shipment may result in a larger than authorized advance allowance. If this happens, you are required to reimburse the Government the amount advanced that exceeded your authorized amount for the actual weight moved.

10. The member's responsibilities under the PPM program are:

    a. Obtain the necessary equipment, moving aids, packing materials, and vehicles to safely transport your property.

    b. Locate weight scales to obtain certified weight tickets (empty and full weights) for each segment of the move.

    c. Obtain receipts for expenses IAW Service and Internal Revenue Service (IRS) requirements.

    d. Submit a settlement claim to the destination TO.

    The TO can provide guidance on submitting your final documentation. If you elected an advance operating allowance, you should file your final settlement claim within 45 days after the start of the move. Failure to file in a timely manner could result in the Government recouping your advanced operating allowance from your pay.

11. Operating Expenses

    a. Operating expenses you incur to perform the move may be applied to your income tax filing. See current IRS publication for information. Authorized expenses include payment for rental vehicles/trailers, packing materials, moving equipment (hand trucks or appliance dollies), blanket wraps, gasoline, and oil expenses, (not oil changes), itemized expenses that may be directly related to PPM (e.g., tolls, cost for weight tickets). These costs are deducted from the incentive payment to determine the financial profit for tax purposes.

    b. This does not include: tow hitches added to your POV, winterizing your POV, replacement of tires, flat tire repair, cracked or broken windshields, and any other service or repairs to your POV.

12. Advance Operating Allowance

    a. An advance operating allowance, IAW your respective Service guidance/regulations, may be provided up to 60 percent of the estimated Government cost to help defray your operating cost. The operating allowance helps defray the cost of rental vehicle, gasoline, oil, tolls, packing material, moving equipment, and other services directly related to the move. Your personal property counselor can determine the amount based on your estimated weight.

NOTE: If you elect to draw an advance operating allowance when performing a PPM shipment, you should submit your PPM documentation to the respective TO for final computation and settlement with 45 days from the start date of the move.

13. Weight Tickets

    a. You must obtain empty and full weight tickets from a certified weigh station for all PPMs (including commercial companies you may have hired to perform the move for you) regardless of weight allowance. Your personal property counselor can provide you with a list of locations of certified scales at counseling time and inform you what information has to be included on your individual weight tickets.

    NOTE: No incentive payment is paid without weight tickets.

    b. No passengers are to be in the vehicle when obtaining the weight tickets. Weight tickets should reflect the status of the gas tank (i.e., full, ¾ tank, ½ tank, ¼ tank, and empty). If making multiple moves (i.e., TDY to several locations) separate weight tickets are required for each segment of the move.

    c. If you are going to tow your POV behind the rental vehicle, the POV must be disconnected before obtaining weights.

14. Temporary Storage

    a. Temporary storage for a PPM shipment is authorized only when circumstances prevent HHG delivery to the residence. Temporary storage arranged by the member must utilize a commercial storage facility (public storage) used by the general populace to store personal property. Reimbursement for commercial storage is limited to the actual expenses incurred NTE the Government's constructed cost to store a like weight of HHG within the member's JFTR weight allowance. You should have a residence available for delivery of the HHG upon arrival at destination. If not, you should contact the destination TO prior to making arrangements for storage. There is no storage authorized in connection with a local move.

    b. Types of storage may include:

        (1) Extending truck or trailer rental time, keeping personal property in the vehicle.

        (2) Use of mini-storage warehouses or conventional storage facilities subject to time limits in the JFTR.

    c. If you store property in a mini-storage/commercial warehouse or rental vehicle/equipment, you must pay for the storage fees and file for reimbursement once the property is removed.

15. Insurance Coverage

    a. If you are planning to use a trailer for a PPM, check your automobile insurance policy to see if you are properly covered in case of loss or damage. Some automobile insurance companies extend coverage when trailers are towed behind a POV; others may not. If you must procure additional insurance, the Government does not reimburse that expense.

16. Claims for Loss and Damage

    a. You assume the risk for and are responsible for preventing loss and/or damage before, during, and after the move. Submit claims IAW current Service regulations. Because PPM move participants are responsible for arranging the entire move, claims for loss and/or damage are generally not paid except in those cases where an act transpires that is beyond your control (e.g., vehicle accident, fire, or theft) and it is determined that you are free of negligence. If you contract with a commercial moving company to pack or transport your goods, you will have to file a claim directly against that TSP before you can file a claim for loss and damage

with the Government. The Government does not pay you for any amounts that you could have recovered from the TSP with which you had the contract.

17. Submit PPM settlements to:

ARMY AND AIR FORCE	Active Duty Personnel: New Permanent Duty Station TO Retired/Separated Personnel and ARMY PCS Overseas/OCONUS: Last Permanent Duty Station TO
NAVY	Fleet and Industrial Supply Center (FISC) Business Support Department HHG Audit Team Code 302 1968 Gilbert Street Suite 600 Norfolk, VA 23511-3392
MARINE CORPS	Commanding General ATTN: Code 470 814 Radford Boulevard Marine Corps Logistics Base Albany, GA 31704-1128
COAST GUARD http://www.fincen.uscg.mil/dity.htm	Commanding Officer ATTN: DITY Move Desk US Coast Guard Finance Center 1430A Kristina Way Chesapeake, VA 23326-0017

BB. STORAGE

When authorized, a member may be entitled to either temporary storage known as Storage-In-Transit (SIT) or long term storage known as Non-Temporary Storage (NTS).

1. SIT

   a. SIT is short-term storage that is part of HHG transportation. SIT may occur at origin, destination, and/or anyplace en route. SIT is not authorized for HHG moves between local quarters when no PCS exists.

   b. SIT (ICW authorized HHG transportation) should not exceed 90 days unless the member requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized or approved, the member is financially responsible for the additional storage expense.

   c. Acceptable justification for an additional SIT period includes:

      (1) Serious illness of the member.

      (2) Serious illness or death of a dependent.

      (3) Impending assignment to Government/Government-controlled quarters or privatized housing.

      (4) Directed TDY after arrival at PDS.

      (5) Nonavailability of suitable civilian housing.

      (6) Awaiting completion of residence under construction.

      (7) Natural Disaster.

d. The maximum SIT limit of 180 days is generally adequate for most Permanent Duty Travel. Only in limited circumstances can SIT be authorized beyond 180 days IAW JFTR. Your local TO can provide additional information if applicable.

2. NTS. A member may be eligible for NTS when (includes, but not limited to):

   a. A member performs PCS travel to a designated isolated CONUS Permanent Duty Station.

   b. A member moves to/between OCONUS areas.

   c. Is unable to use HHG in Government/Government-controlled quarters or privatized housing.

   d. Storage is in the best interest of the Government.

   e. In conjunction with retirement.

3. In the event your HHG are placed into NTS, keep your TO and or the TSP storing your HHG informed of any changes of address, contact phone numbers, e-mail address or receipt of new orders/authorization. If stationed overseas and your tour is extended or you PCS to another overseas tour, ensure you provide your TO a complete copy of your new orders/authorization and amendments/endorsements. This action ensures your HHG continue to be stored at Government expense. Failure to do may result in financial costs at your expense. For additional information contact your servicing PPSO/TO.

   NOTE: The Government does not pay for climate controlled NTS.

CC. TRANSPORTATION OF UNAUTHORIZED HHG ARTICLES

Shipment of unauthorized HHG items defined in Appendix A of the JFTR must be transported separately from authorized HHG. You, not the TSP, must arrange shipment of unauthorized items. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight per JFTR. HHG shipments are subject to Quality Assurance inspections by the origin and/or the destination TOs.

DD. WEB SITES TO VISIT:

1. State Wine Laws: http://www.wineinstitute.org **(*)**.

2. Personal Importation of Alcoholic Beverages: http://www.ttb.gov/importers/personal_importation.shtml **(*)**.

3. Alcohol Beverage Control Boards for the United States:

   http://www.ttb.gov/wine/state-ABC.shtml **(*)**.

4. Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations: http://www.atf.gov/**(*)**.

5. The Air Force Personal Property & Passenger Travel web site has a multitude of relocation information available for all Service members at: http://www.move.mil/home.htm.

6. Customer Satisfaction Survey (CSS): https://icss.eta.sddc.army.mil/Survey/login.aspx?ReturnUrl=%2fSurvey%2fDefault.aspx.

7. Defense Travel Management Office: http://www.defensetravel.dod.mil/.

8. GSA "FedRooms" program offers specially negotiated Federal government hotel rates with FEMA certified hotels, simplifying hotel selections for Government travelers. Website address is http://www.fedrooms.com **(*)**.

9. Homeowner's Assistance Program is a special relief program designed to provide financial assistance to eligible Military and Federal employee homeowners when the real estate market is so adversely affected by a military installation partial or complete closure, a reduction in scope of operations, or a realignment that the personnel are unable to dispose of their dwellings under reasonable terms and conditions. http://www.spk.usace.army.mil/organizations/cespk-re/hap/index.html.
10. Internal Revenue Service Form 3903 and Publication 521, Moving Expenses: Websites are http://www.irs.gov/pub/irs-pdf/p521.pdf **(*)**, http://www.irs.gov/pub/irs-pdf/f3903.pdf **(*)**.
11. Internal Revenue Service Form 4684 and Publication 4684; Casualties and Thefts: Websites are http://www.irs.gov/pub/irs-pdf/i4684.pdf **(*)** and http://www.irs.gov/pub/irs-pdf/f4684.pdf **(*)**.
12. Moving Your Mobile Home: http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_5.pdf.
13. DOD Household Goods Portal: http://www.move.mil
14. Navy members can contact the Navy's HHG Helpline at 800-444-7789 for assistance. To determine if you qualify as a Smart Web Move customer please visit: www.smartwebmove.navsup.navy.mil.
15. Per Diem, Travel and Transportation Allowance Committee (PDTATAC) maintains and implements new statutory changes to the Joint Federal Travel Regulations (JFTR). Within the regulations are per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service members (including regular and reserve components) based on law. Website is: http://www.defensetravel.dod.mil/.
16. POV Locator: https://www.whereismypov.com/**(*)**.
17. Shipping a POV: http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_3.pdf.
18. Storing a POV: http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf.
19. Military Surface Deployment And Distribution Command, SDDC: http://sddcbiz.sddc.army.mil/public/home/.
20. Weight Estimator Form is at website: http://www.move.mil/dod.htm#beforeBegin_dodWeightAllow; then access the "Weight Estimator" tab.