

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

**1 APRIL 2002
AIR FORCE SUPPLEMENT/
JOINT FEDERAL TRAVEL
REGULATIONS VOLUME 1/
JOINT TRAVEL REGULATIONS
VOLUME 2**

***AIR FORCE PERSONAL PROPERTY MOVING AND STORAGE**

This supplement implements the entitlement provision of the Joint Federal Travel Regulations, Volume 1 (JFTR), and the Joint Travel Regulations, Volume 2 (JTR). It provides guidance and procedures for the movement and storage of personal property to, from and within the Continental United States (CONUS) and/or Outside CONUS (OCONUS) areas. It also outlines responsibility for counseling military members and civilian employees on the shipment and storage of all personal property.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Supersedes AF SUP/JFTR VOL 1 AND JTR VOL 2, MAY 1997 and AFI 24-501, SEPTEMBER 1998
OPR: HQ AF/ILGT

Certified by: Mr. Randy Teske

Pages: 96 Distribution F

DEPARTMENT OF THE AIR FORCE
 AIR FORCE SUPPLEMENT
 Headquarters US Air Force
 Washington DC 20330-5000

Transportation and Traffic Management

MOVING AND STORING PERSONAL PROPERTY

This directive implements the Personal Property entitlement provisions of the Joint Federal Travel Regulations, Volume 1 (JFTR) (uniformed) and the Joint Travel Regulations, Volume 2 (JTR) (civilian). It sets forth policy on the movement and storage of personal property within the CONUS and OCONUS areas. It also outlines responsibility for counseling military members and civilian employees on the shipment of personal property, privately owned vehicles and mobile homes. Each paragraph is numbered to indicate both the chapter and paragraph number, and is cross-referenced to the appropriate chapters of the JFTR or JTR. (For example, paragraph 1.1. (U4700) means chapter 1, paragraph 1, and is cross-referenced to JFTR, par. U4700.) **Responsibilities assigned to commanders may not be further delegated, unless the text notes specify that delegation is authorized.** Submit all suggestions and changes for the improvement of this supplement, to HQ USAF/ILGT, 1030 Air Force Pentagon, Washington, DC 20330-1030, for Part 1 and all attachments; and HQ USAF/DPRC, 1040 Air Force Pentagon, Washington, DC 20330-1040, for Part 2. This regulation is affected by the Privacy Act of 1974. Each form, which is required by this supplement, contains a Privacy Act Statement, either incorporated in the body of the document or in a separate statement accompanying each such document. 5 U.S.C., Sec 5726; 10 U.S.C, Sec. 2634; and 37 U.S.C., Sec 406 authorize Privacy Act system(s) F024 AF IL B Personal Property Movement Records and F024 AF IL A, Household Goods Nontemporary Storage System (NOTEMPS) of records required by the supplement. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) has reviewed this supplement per DOD Directive 5154.29, Section E.1.d, 9 March 1993, as case 020305. Further supplements by MAJCOMs must be forwarded to HQ USAF/ILGT for coordination and approval. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN37-139, Records Disposition Schedule.

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Chapter 1

HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

1.1. (U4710) Basic Entitlement.

1.1.1. (U4710-A1) Professional Books, Papers, & Equipment (PBP&E). (See paragraph 2.1.4.)

1.2. (U4715) Limitations. Unless the member proceeds directly to the new PDS, shipments under item 3 may be returned to the old PDS.

1.3. (U4725) Factors Affecting TDY HHG Transportation.

1.3.1. (U4725-A) Weight Allowance Entitlement. See the table in JFTR, par. U4710-B, for maximum temporary change of station weight allowances. Authorization must be in the member's order to ship a specific amount (in words, figures, or both) of HHG. A permanent change of station (PCS) with temporary duty (TDY) en route order need not contain the specified amount authorized for shipment.

1.3.2. (U4725-C) Improper Shipments. The TMO 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, TMO personnel must forward the shipment to a proper destination.

1.4. (U4735) When Excess Charges Are Incurred. (See paragraph 2.7. and Chapter 11)

1.5. (U4745) PCS With TDY En Route. (See paragraph 3.2.2.)

1.6. (U4755) Indeterminate TDY. The agency providing the funding for the indeterminate TDY may choose whether or not to authorize and/or approve shipments under this paragraph. *CRITERIA:* For a member who's PDS is outside CONUS, NOT LESS than 12 months must remain in the member's OCONUS tour after the Required Delivery Date (RDD). For storage or shipment under other circumstances, the TDY period must be 20 or more weeks at any one-duty station.

1.7. (U4770) HHG Storage in Connection with TDY/Deployment.

1.7.1. (U4770-A) Temporary Storage. The TMO is designated to authorize/approve storage under this paragraph.

1.7.2. (U4770-B2) TDY/Deployment for 90 or More Days/An Indefinite Period. A written request for storage under this paragraph must be submitted to the TMO and include the individual's name and grade, anticipated duration of the TDY, Special Order Number, TDY purpose, rationale for storage, and concurrence of the individual's Squadron Commander.

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

Chapter 2 HHG TRANSPORTATION AND NTS

2.1. (U5310) Basic Entitlement.

2.1.1 (U5310-A) General. When members exhaust their JFTR weight allowance, shipment of additional weight at government expense or by government arrangement is PROHIBITED. Members should protect their shipping entitlements for property in Non-temporary Storage (NTS). Accordingly, the first shipment should be a request for continued NTS, temporary storage at origin or shipment of the NTS lot.

2.1.2. (U5310-A3) Use of a Combination of Orders to Effect a Shipment from Prior or Previous Duty Stations/Designated Locations. After issuance of a PCS order, entitlements under a prior PCS order cease to the current permanent duty station, *except* as provided in JFTR, par. U5310-A3. This procedure is often referred to as a *chain-of-orders* shipment. Such shipments are only authorized from a former duty station or designated point to which previously shipped at government expense. The appropriate shipping document must be annotated to show "*Paying Officer Review Requested*."

Example:

Member is ordered from Beale AFB to Offutt AFB.

Member's JFTR prescribed weight allowance under that order is: 12,000 lbs.

Member actually ships from Beale to Offutt: 7000 lbs.

Unused balance is: 5,000 lbs.

Member is subsequently ordered from Offutt AFB to Hanscom AFB, MA.

Member's JFTR prescribed weight allowance under that order is: 13,000 lbs.

Member may ship 13,000 lbs. to Hanscom AFB; 5,000 lbs. of that weight may be shipped from Beale AFB to Hanscom AFB using a combination of the order to Offutt AFB and the order to Hanscom AFB.

2.1.3. (U5310-B) Prescribed Weight Allowances.

2.1.3.1. Permanent Change of Station (PCS):

2.1.3.1.1. Within the CONUS, full JFTR weight allowance is authorized.

2.1.3.1.2. To, From, and Between OCONUS Areas. HHG shipment weight allowances are subject to Air Force administrative limitations (See paragraphs 2.2. and Attachments 1 and 2).

NOTE: Full JFTR weight allowance is authorized upon return from OCONUS for retiring or separating members.

2.1.4. (U5310-C) Professional Books, Papers, and Equipment (PBP&E). (See Attachment 8)

2.1.4.1. See definition of PBP&E in JFTR, Appendix A. Non-temporary storage of PBP&E is authorized when the PBP&E is not required at member's next PDS.

2.1.4.2. During counseling, a member must be informed of the importance of declaring PBP&E. Although members may indicate they do not exceed their HHG or unaccompanied baggage weight allowance, it is incumbent upon the TMO to ensure compliance with the following:

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

2.1.4.2.2. When a member or agent personally submits a DD Form 1299, **Application for Shipment and/or Storage of Personal Property**, item 8 must either indicate the estimated weight or have the word "NONE" entered and initialed. The member's initials must appear on all copies of the DD Form 1299. **NOTE:** Before the member initials "NONE," reemphasize that in making such a declaration, later consideration for PBP&E is not given unless the member qualifies for the "after-the-fact" approval identified below.

2.1.4.2.3. When a member declares PBP&E, this acts as certification that those items are necessary in the performance of their official duties. Such items must meet the criteria of PBP&E as defined in JFTR, Appendix A, and other provisions contained herein. Members are to be counseled that the burden of proof, if challenged, rests with them.

2.1.4.2.4. PBP&E must be separately packed, marked, weighed and a clear description of articles entered on the carrier's HHG inventory prepared at the time of pickup. If it isn't possible or practical to weigh PBP&E at origin, the constructive weight of 40 pounds per cubic foot applies. In either event, actual or constructive weights of each inventoried item must be entered on the inventory.

2.1.4.2.5. After-the-Fact declaration of PBP&E can only be accepted when a review of the member's case file contains documented intent to declare PBP&E. Documented intent includes a requirement the PBP&E was separately identified, marked, and inventoried during the move in question. Refer questionable cases to the Director, JPPSO-SAT. When a member declares PBP&E and the carrier fails to record and weigh the items, credit may be given if the TMO documents the items and weight upon delivery. TMO can use actual weight or construct weight of 40 pounds per cubic foot.

2.1.4.3. Military Affiliate Radio Station (MARS) Equipment:

2.1.4.3.1. To qualify for shipment or storage of MARS equipment at government expense, members must present a completed MARS certificate. (See Attachment 4.)

2.1.4.3.2. When MARS members are transferred OCONUS where a MARS operation is authorized, Non-temporary storage or shipment to other than new duty station is prohibited.

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

2.1.4.3.4. Storage of MARS equipment incident to JFTR, pars. U5345-E, U5360, U5365, and U5380-H is authorized.

2.1.4.4. Air Force Band Equipment:

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

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

2.1.4.4.3. Personal stereo equipment and records or tapes are not PBP&E.

2.1.4.5. Air Force Personnel Assigned to the Defense Attaché System. Subject members, required by their position to socially entertain on a regular basis, may designate "representational items" such as china, crystal, and silverware purchased for that purpose, as PBP&E. China, crystal, and silverware is not authorized for shipment as PBP&E for members assigned to Defense Attaché posts where the quarters are furnished with these items. Entitlement applies both to and from the OCONUS duty station where these items were required in the performance of duty. **SAF/IA (AFAAO), Air Force Attaché Affairs, is the approval authority for designating representational items as PBP&E.** Members making subsequent permanent change of station moves to other than attaché duties may no longer declare these items as PBP&E.

2.1.4.6. (U5310-D) Additional Consumable Goods. See paragraph 9.2 for description and Defense Transportation Regulation (DTR), Part IV, Chapter 413, for weighing and GBL preparation provision pertaining to shipment of these goods. **NOTE:** The use of extra pickup provisions to pick up these goods directly from base commissaries or commercial grocery stores is permitted.

2.1.4.7. (U5310-F) Excess Costs for Transportation of Boats as HHG. A weight additive from the applicable tariff is applied to Non-temporary storage shipments that contain boats with or without trailers.

Example:

Member's JFTR Weight Allowance is 12,500 pounds	
HHG weight 7,200 pounds, minus 10 percent packing allowance (720 pounds) equals	6,480 pounds
Boat (18-ft) and Trailer (22-ft) (no packing allowance authorized)	2,500 pounds
Weight Additive*	3,720 pounds
Total weight	12,700 pounds

1. Authorized cost for 12,500 pounds NTS	
Packing (\$10.00 cwt), drayage (\$8.50 cwt), handling-in (\$1.00 cwt), handling-out (\$0.85 cwt) equals \$20.35 times 12,500	\$2,543.75
Storage \$1.00 cwt times 12,500 pounds equals \$125.00 per month times 12 months	<u>\$1,500.00</u>
Total authorized cost	\$4,043.75
2. Actual cost for NTS	
Packing (\$10.00 cwt, drayage (\$8.50 cwt), handling-in (\$1.00 cwt), handling-out (\$0.85 cwt) equals \$20.35 cwt times 12,700 pounds	\$2,584.45
Storage (\$1.00 cwt) times 12,700 pounds equals \$127.00 cwt per month times 12 months	<u>\$1,524.00</u>
Total actual cost	\$4,108.45
3. Excess Cost	\$ 64.70

*Review applicable tariff for current weight additives).

2.1.4.8. (U5310-I) Services. Services provided for shipment or storage of such items is limited to those provided under carrier's tariffs or contractual provisions. Nothing in the law (Title 37, United States Code) or implementing directives provides that the government furnishes extraordinary or special services when shipping expensive and valuable items. If a member requests exceptional packing and crating services, the member is responsible for all costs for those services.

2.1.4.9. (U5310-J) Transportation of Replacement HHG Items. The Traffic Management Officer is the approval authority for this provision.

2.2. (U5315) Administrative Weight Limitations: (See Attachment 1 and 2.)

2.2.1. (U5315-A) General:

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

2.2.1.2. Restricted weight areas for accompanied members assigned to, from, and between OCONUS areas are listed in Attachment 1. Exceptions to the administrative weight limitations are listed in Attachment 2, Table A2.1.

2.2.2. (U5315-C) Exceptions. Exceptions in Attachment 2, Table A2.1 and A2.2 may apply. The Military Personnel Flight (MPF) annotates the authorized weight exceptions in member's special order.

2.3. (U5318) Re-Transportation of the Same HHG:

2.3.1. Member's Convenience. Reshipment of the same property on one PCS order is not authorized at government expense. "Reshipment" means to ship again or start anew. This type of action would require the issuance of a new GBL or other movement document. Reshipment of the TDY weight allowance from TDY location to TDY location to new PDS is authorized.

2.3.1.1. Delivery from storage is not synonymous with the term reshipment. A long delivery from storage (Storage In Transit (SIT) or Non-Temporary Storage (NTS)) can be made to an alternate or different destination for the member's convenience. The member must agree to be financially responsible for the excess cost for the distance exceeding delivery within the commander's authorized local (delivery) area (See paragraph 9.3). This applies to a member who selects a city to live in, has their HHG shipped to that city and then decides to move more than 30/50 miles from that city. Because of limitations in the Domestic/International tariffs, the member might have to pay excess cost. The origin TMO should counsel the member to not ship their HHG to an address if the member is uncertain of the final destination, but rather to place the HHG in storage at origin.

2.3.1.2. DD Form 619-1, Statement of Accessorial Services Performed (SIT Delivery and Reweigh), or other contractual document must be annotated to reflect that the member is in an 'excess cost status'. Copy of Delivery from SIT Certificate, DD Form 619-1, or other contractual document are to be forwarded to JPPSO-SAT/ECAF, 613 Northwest Loop 410, Suite 400, San Antonio, Texas 78216-5518, for review and action. *Members not in a pay status (i.e., separatees) must have the excess costs paid in advance of delivery.*

2.3.2. Other Reasons. (See paragraph 2.5.2.)

2.4. (U5320) Methods of Transportation.

2.4.1. (U5320-A) HHG:

2.4.1.1. CONUS: Shipment is by surface modes.

2.4.1.2. OCONUS: Normally, shipment is made by a surface mode except to and from "Hardlift areas" (Attachment 6), Transportation Priority 4 (TP-4) areas, or when authorized or approved under the provisions of paragraph 10.6. Shipments to Hardlift areas, TP-4 areas, and those approved for airlift are always to be moved with preference given to AMC.

NOTE: (1) Space required airlift of HHG including airlift to "Hardlift areas" is not authorized for retirees or separatees. (2) There is no TP-4 capability for inter-theater shipments (i.e., EUCOM to PACOM); however, TP-2 is available (reference paragraph 11.2.4.)

2.4.2. (U5320-B) Unaccompanied Baggage.

2.4.2.1. Shipment Procedures: Unaccompanied baggage is to be shipped to arrive at destination within 5 days of the member's or dependent's arrival. Shipment of UB is authorized to any duty station worldwide.

2.4.2.3. 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 carrier as "designated items for extra pickup or delivery." One GBL is issued and annotated "Extra Pick Up and/or Extra Delivery Authorized." The carrier must inventory, load and store designated items to permit ready access at destination. Expedited mode (for the JFTR-limited amount of UB) may be used when the transit time of the HHG shipment does not meet the required delivery date for UB. This also applies when the only shipment is UB. (See paragraph 5.1.4.)

2.4.2.4. To, From, or Between Points OCONUS: See the PPCIG for routing/mode. Separate shipments of UB to, from, and between Hardlift areas are not authorized for dependents or members when concurrent travel of dependents is authorized. Separate shipment is authorized when required due to host country restrictions. Consult PPCIG, Volume 2 (Overseas).

2.4.2.5. Movement of more than 1,000 pounds UB by expedited mode (i.e., **commercial air/AMC**) is not authorized unless commercial air is the only mode directed by the PPCIG.

NOTE: Any part of UB allowance not used may be included with the HHG shipment for administrative weight restricted areas.

2.4.3. (U5320-D) Personally Procured Transportation & NTS. (See Attachment 14)

2.5. (U5330) Factors Affecting HHG Transportation.

2.5.1. (U5330-A) Combining Weight Allowances When Husband and Wife are Both Members.

In military member married to another military member couples, neither can be counted as being a dependent of the other to increase any allowance (including HHG weight). If no other dependent exists, both are members without dependents in determining weight allowance except as prescribed in footnote 5 of the table in JFTR, par. U5310-A.

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

2.5.1.3. When both members are assigned to or from a weight restricted OCONUS duty station accompanied (See Attachment 1), either member may ship HHG. The weight shipped must be within the total weight prescribed for the higher-ranking member (See JFTR, par. U5315-B.) for the OCONUS station. 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.

2.5.1.4. Military member married to a civilian employee. The civilian employee, if under a PCS order, is authorized appropriate JTR entitlements. The member may also be authorized HHG shipment under a PCS order. Both persons cannot be paid for the same expenses.

2.5.2. (U5330-D) Improper Transportation. The TMO 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, TMO personnel must forward the shipment to the proper destination and provide a copy of the shipment justification to JPPSO-SAT ECAF. (See paragraph 2.3. and JFTR, par. U5318.)

2.5.3. (U5330-E) Items of Extraordinary Value. (See DTR, Part IV, Chapter 401, Paragraph D.)

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

2.5.3.1.1. If these maximum amounts would provide inadequate reimbursement, members should obtain commercial insurance or increased release valuation coverage.

2.5.3.1.2. Increased valuation coverage is NOT available on OCONUS shipments and property placed into NTS through government arrangement.

2.5.3.1.3. Split shipment for the purpose of reducing the cost of increased valuation or commercial insurance is allowed subject to excess transportation cost.

2.5.3.1.4. Members should hand-carry valuable items such as expensive jewelry, watches, cameras, and other valuable items susceptible to pilferage. Claims for this type of property are evaluated strictly, and if approved for payment, payable sums are limited.

2.5.3.1.5. The burden is upon the member to substantiate loss and to establish the value of the lost items. Thus, members should retain bills, receipts, appraisals, etc., separate from their stored or shipped property.

2.5.3.1.6. The Government does NOT provide insurance for HHG shipments. What is provided is the opportunity for members to submit claims for lost or damaged property at the depreciated value of their lost or damaged items.

2.5.3.2. Supplemental Protection. The maximum non-insurance amount to be paid by the government on claims that arise as the result of a single incident is limited to \$40,000 (based on the weight of shipment). Each member should compare the value of the items included in the shipment with the maximum payable individual item's limitations shown in AFJPAM 24-226, **It's Your Move** (contact the local Claims Office for an up to date listing and maximum amounts). This publication can be located at <http://www.mtmc.army.mil/>. The member should then decide whether or not it is advisable to obtain insurance protection for these items. The government would protect the remaining HHG in the shipment up to \$40,000 in depreciated value. Listed

below is general information concerning insurance protection. Such protection may be obtained in the following ways:

2.5.3.2.1. Commercial trip transit insurance may be obtained from an insurance company directly or through a HHG carrier. Trip transit insurance is expensive and ordinarily must be obtained for the full value of the property.

2.5.3.2.2. Protection may be obtained on domestic shipment by requesting increased valuation coverage. The GBL and DD Form 1299 must be marked in accordance with DTR, Part IV. Full replacement protection of a member's HHG can also be obtained on the GBL. The member must request these types of coverage in writing from the TMO. (See Attachment 10)

2.5.3.2.3. Certain other types of commercial insurance are available to provide extra protection for property during shipment or storage. Ordinary personal property insurance, while less expensive than some other types, covers only certain named risks. All-risk insurance for specifically scheduled items is available at higher cost. Normally, these policies cover other types of losses in addition to transportation and storage and are considered to be permanent insurance. To consider additional insurance, the terms of the policy should be carefully studied. Members should be aware of the perils covered and co-insurance clause.

2.5.4. (U5330-F5) HHG Removed from Mobile Home to Meet Safety Requirements. A commercial carrier may determine that the mobile home is not safe for movement (e.g., if the manufacturer's recommended gross weight is exceeded). If the recommended gross weight is unknown, estimate an allowance NTE 3 pounds per square foot of unused floor space for personal effects. **EXAMPLE:** A maximum personal effects load of 216 pounds (72 square feet times 3 pounds) would be acceptable for a mobile home with an unused open floor area of 6 feet by 12 feet.

2.5.4.1. If the mobile home exceeds the manufacturer's recommended gross weight, advise the member to reduce the gross load. The member can do this by shipping excess items separately or by disposing of them by other means.

3.5.4.2. Additionally, excess items should be removed upon the recommendation of the commercial carrier when based on the condition of the mobile home. The member must provide the TMO with a written copy of the carrier's assessment when applying for HHG shipment under this paragraph.

2.5.5. (U5330-G1) General. TMO personnel must retain the member's written agreement to be financially responsible for the shipment as well as the "Letter-in-Lieu-of-Order" **and** establish a suspense file of 60 days to ensure the TMO receives orders. If the TMO does not receive the order within 60 days, the TMO inquires with the MPF. If an order has not and will not be issued, the TMO initiates billing action (DD Form 139, **Pay Adjustment Authorization**) against the member.

2.5.5.1. A member pending discharge because of non-judicial punishment or court-martial is not authorized to use a "Letter-in-Lieu-of-Order".

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

2.6. (U5335) Determining the Net Weight. (See Attachment 7)

2.6.1. (U5335-F) Exceptions.

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

2.6.1.2. The Traffic Management Officer (TMO) 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 carrier/contractor's net weight.

NOTE: A packing allowance as prescribed in Attachment 7 is not authorized after weighing in this manner.

2.7. (U5340) Excess Charges. (See Chapter 11 for Responsibilities and Procedures)

2.7.1. (U5340-A2) NTS.

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

2.7.1.2. Excess HHG Weight in Commercial Non-temporary Storage (NTS) Facilities. When excess weight situations become known, TMOs should not convert the overweight portion of these lots to the member's account unless advised to do so by JPPSO-SAT/ECAF.

2.7.1.3. JPPSO-SAT/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 on the DD Form 1299 that the government to pay the excess costs, JPPSO-SAT/ECAF sends the member a letter offering two payment options. A copy of this letter is provided to the TMO. 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. Considering the members selection, JPPSO-SAT/ECAF (1) issues a DD Form 139 and subsequently provides a corrected DD Form 139 if the actual storage time frame differs from the anticipated tour length, or (2) provides a DD Form 139 once the property is removed from NTS or remains in NTS under a new special order.

2.7.1.4. TMO responsibilities at the time of counseling are to annotate the DD Form 1299 for NTS with the statement "*In the event that I incur excess weight on my NTS lot, I request the US Government pay the excess costs subject to reimbursement by me.*" The member must initial this statement on the DD Form 1299. The TMO also provides copies of the member's NTS documentation (DD Form 1164, **Service Order For Personal Property**, DD Form 1299, special order, weight tickets, etc.) when requested by JPPSO-SAT/ECAF and file a copy of JPPSO-SAT/ECAF's letter in the member's NTS folder. When the lot is removed from NTS, the TMO notifies JPPSO-SAT/ECAF and provides copies of the new line-haul or local drayage weight tickets.

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

2.7.2. (U5340-B) HHG Transportation in Excess of Authorized Weight Allowance. Excess cost includes accessorial preparation, drayage, warehouse handling, storage, line haul, port handling, and MSC or AMC charge (if applicable). If AMC airlift is a factor, stress that the cube rule must be used to determine AMC charges. TP4 cargo charges are assessed on a cube basis per U.S. Government Department of Defense Airlift Rates. To facilitate computation of cash charges for overweight household good shipments, TP-4 household good rates are quoted in dollars per hundredweight. The density factor to be used for calculating TP-4 (HHG) is 7.0 pounds per cubic foot. However, the member's proportionate share of the excess costs is always based upon the carrier-recorded shipment weight.

2.7.3. (U5340-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.

2.7.4. (U5340-D) Transportation of Unauthorized Articles. The member pays for all the expenses between any locations for unauthorized articles.

2.7.5. (U5340-E) HHG Transportation with Special Routing or Services Provided.

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

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

2.7.5.3. Shipment in Separate Lots Between the Same Points. A member is authorized to ship one lot of HHG between the authorized points. Excess cost is incurred when the actual cost of multiple shipments exceeds the authorized cost for a single shipment.

2.7.5.3.1. An exception is made for payment at government expense of a single extra pickup and/or single extra delivery. Those services are not special routing or services.

2.7.5.3.2. 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 entitlement for this purpose rests solely with the member. The shipment is authorized on the current order provided the property was not previously shipped on that order and a shipping entitlement still exists. Otherwise, the member must be in possession of a new PCS order before property may be shipped.

2.7.5.4. Higher Released Valuation. A member may request a higher released valuation than normally provided in the carrier tariff. Excess cost is the difference between the actual cost and the normal cost under the basic released valuation. (See Attachment 10 and the DTR Part IV, Chapter 401, Paragraph D.2.g.2.)

2.7.5.5. The TMO annotates the GBL to reflect the special service requested by the member and checks the paying officer review block.

NOTE: When Transportation Operational Personal Property Standard System (TOPS) does not permit applicable data entry, enter manually.

2.8. (U5385) Advance of Funds. The government travel card may be used to procure supplies and services associated with personally procured HHG shipments and mobile home moves. All members are strongly encouraged to obtain an estimate of the cost they are to be reimbursed by the Government before utilizing the card for personally procured HHG and mobile home shipments. Guidance in this paragraph does not preclude limitations and conditions. (AFI 65-104 Government Travel Charge Card. If in doubt refer member to FSO.)

Chapter 3 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

3.1. (U5012) PCS Allowances General.

3.1.1 (U5012-I) Travel & Transportation Allowances Extensions When a Member Separates from the Service. (See paragraphs 3.5 and 3.6).

3.2. (U5345) Transportation Under Various Types of PCS Orders.

3.2.1. (U5345-B5) Commissioned from Service Academies. Property transported to the individual's home from the Academy may NOT be transported to the first PDS on the same PCS order.

3.2.2. (U5345-C) PCS with TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment:

3.2.2.1. TDY shipment should be charged to the TDY fund cite listed on the order. PCS open allotment fund cite is used to move property from TDY location to final PCS location.

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

3.2.3. (U5345-G2) Ordered from OCONUS PDS. Members returning for separation processing may use the AF Form 899 (PCS Order) to:

3.2.3.1. Place property in NTS.

3.2.3.2. Ship unaccompanied baggage or HHG DIRECTLY to a location in the CONUS.

3.2.3.3. Destination may be beyond the processing station, ONLY if the AF Form 899 contains the "*home of record*" or "*place of entry into the service*" or "*place last entered on active duty.*" (It must also include the point to which such travel is intended.) Shipments exceeding the authorized weight or distance are subject to the advance collection procedures in Chapter 11 JFTR, par. U5340-E. The member must furnish a city and state for a delivery.

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

3.3. (U5350) Transportation Under PCS Orders To or From Sea Duty or OCONUS Duty.

3.3.1. (U5350-A1) Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted. The member may elect to ship HHG to a designated location 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, reshipment from the designated location or Non-temporary storage to the new consecutive OCONUS tour (COT) PDS requires prior approval. The Transportation Squadron Commander, Chief of Transportation, JPPSO Director or equivalent agency official at the member's PDS is designated to authorize and/or approve these shipments. This authority is limited to individual HHG items the member elected not to ship to the initial OCONUS location then discovered they were needed at the new OCONUS location due to changing conditions. (i.e., transfer from hot to cold climate installations.) See JFTR, par. U5317, item 7, for time limitations.

3.3.1.1. (U5350-A2) Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. HHG shipments may be sent directly to the OCONUS permanent duty station when authorized/approved by HQ USAF/ILGT via MAJCOM. Criteria for approval includes:

3.3.1.1.1. The member's acceptable written justification,

3.3.1.1.2. Copy of the member's PCS order and

3.3.1.1.3. The TMO's cost of storage, and transit time.

3.3.1.2. (U5350-A3) Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized Until 20 or More Weeks After the Member's Port Reporting Month. Use of this entitlement is tied directly to the designation in Block 13 of the AF Form 899 unless otherwise specified in the PPCIG.

3.3.2. (U5350-C) Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. If dependent travel is not involved, MAJCOM commanders are designated to authorize and/or approve shipments. This authority may be redelegated to MPFs. **APPROVAL CRITERIA:** Because Non-temporary storage is authorized at government expense in lieu of shipment (JFTR, par. U5380-C), shipment to a designated location OCONUS should not be authorized when dependent travel is not applicable unless the HHG are intended for use at the OCONUS destination by dependents as defined in JFTR, Appendix A who are already located at that point; or the member states in writing the intention to establish a residence at that place upon separation or retirement after completion of the current OCONUS tour of duty (See JFTR, par. U5365).

3.3.2.1. Single members and members serving an "ALL OTHERS" (dependents not authorized) tour are limited to the applicable unaccompanied baggage allowance. These allowances are shown in Attachment 3, Table A3.1, and applicable notes. Exceptions to these weight allowances are listed in Attachment 2, Table A2.2.

3.3.2.2. To participate in both the "Follow-on" and "Home Basing" assignment programs, members agree to certain conditions. The conditions include **voluntary** member decisions on shipment and storage of HHG, a POV, and movement of dependents at Government expense.

CAUTION: A member participating in either program may still exercise the JFTR entitlements to ship and store HHG. **TMO notifies the local MPF in writing of the member's election.** Questions on whether a particular action impacts the follow-on assignment should be resolved between the member and the MPF.

3.3.2.2.1. An order to a restricted or remote assignment may identify the follow-on location. *This order is not the authority for movement of HHG to the OCONUS follow-on points.* An order specifically authorizing shipment to the OCONUS follow-on location is required. The PPCIG must be carefully checked on HHG shipments to OCONUS locations for unaccompanied dependents. **EXCEPTIONS** to utilize PCS entitlements and receive advance assignment consideration are:

3.3.2.2.2. Relocation of dependents and/or HHG is authorized to the follow-on location **ONLY**. **NOTE:** HHG should not be shipped to the follow-on location at government expense unless the member or the member's agent can accept HHG delivery upon HHG arrival at the follow-on location. A period of SIT not to exceed 90 days may be authorized.

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

3.3.2.2.4. If denied continued occupancy of government owned or controlled quarters, dependents and HHG may be moved (local move only) as prescribed by JFTR, par. U5355-C.

3.3.3. (U5350-D/second item 3). Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, or Duty Under Unusual Circumstances. If dependent travel is not involved, MAJCOM commanders are designated to authorize/approve shipments. This authority may be redelegated to MPFs.

3.3.3.1. **APPROVAL CRITERIA:** Because Non-temporary storage is authorized at government expense in lieu of shipment (JFTR, par. U5380-C), shipment to a designated location OCONUS should not be authorized when dependent travel is not applicable unless:

3.3.3.2. HHG must be intended for use at the OCONUS destination by bona fide dependents who are already located at the point; or the member states in writing the intention to establish a residence at that place upon separation or retirement after completion of the current OCONUS tour of duty (See JFTR, par. U5365). The PPCIG must be carefully checked on shipments of HHG to OCONUS locations for unaccompanied dependents.

3.3.4. (U5350-D/second item 4) Ordered from an OCONUS PDS to an OCONUS PDS to Which Transportation Is Prohibited or Restricted, or Duty Under Unusual Circumstances. MAJCOM Commanders are designated to authorize/approve shipments of HHG to any location outside the CONUS in situations other than described above.

3.3.4.1. **APPROVAL CRITERIA.** Dependent travel to such location must be authorized/approved under JFTR, par. U5222-F or a bona fide dependent must already be residing at the OCONUS location. The PPCIG must be carefully checked on shipments of HHG to OCONUS locations for unaccompanied dependents.

3.3.5. (U5350-E) Ordered from OCONUS Duty to a CONUS PDS:

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

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

3.3.5.3. TMO does not forward the application if the member exceeded the full JFTR 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 JFTR weight allowance applies for the CONUS portion of the shipment.

3.4. (U5355) Local Short Distance Moves.

3.4.1. (U5355-A) General. The local short distance move area is not defined by the local move contract in place.

3.4.2. (U5355-B) Short Distance Moves Incident to Reassignment or PCS:

3.4.2.1. Except for a PCS Code M (no cost) or V (low cost) order, issuance of a funded travel order shows that the MPF has the Installation Commander's authority for HHG shipment.

3.4.2.2. **A member presenting a PCS Code M or V order, or an unfunded order is to be referred to the MPF.** The MPF or member obtains the necessary gaining Commander's approval and the MPF issues a funded order when appropriate. This applies to local short distance moves under JFTR, par. U5355-B1. If a PCS Code V order contains a fund citation, but the amount is not sufficient for HHG shipment, advise the member to contact MPF.

3.4.2.3. Temporary storage (SIT) is not authorized for intra-city local short distance moves (JFTR, par. U5375-A1).

3.4.4. (U5355-B2) PCS between PDSs Located in Proximity. Temporary storage for Inter-city moves is authorized in JFTR, par. U5375-H2 (see paragraphs 3.4.2.2 and 5.1.7.1.

3.4.5. (U5355-C) Short Distance Move and NTS Incident to Government or Government-Controlled Quarters Assignment/Termination. (See paragraph 5.2.5.1.)

3.4.6. (U5355-D) Short Distance Move and NTS Incident to Vacating Local Economy Quarters. (See paragraph 5.2.5.2.)

3.5. (U5360) Separation From the Service or Relief from Active Duty Except for Discharge with Severance or Separation Pay.

3.5.1. (U5360-A) General. 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 entitlement.

3.5.1.1. For separated members, there is no authority to consign shipments of HHG to a military installation, embassy, or consulate.

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

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

3.5.2. (U5360-B1) Non-temporary Storage. Seventy-five (75) days prior to expiration of the entitlement the TMO advises the member, by certified letter, that if application for shipment is not received by the TMO before the expiration of the entitlement, the member should contact the NTS contractor to procure enough insurance to cover the property remaining in storage. When the member requests shipment, the TMO will collect all excess charges prior to release of the NTS shipment.

3.5.2.1. The government maintains the NTS account during the authorized shipping entitlement extension period. The member is billed for all storage costs exceeding 180 days from date of separation. Under this arrangement, the member benefits by the storage rates available to the government. However, the member is NOT covered for loss or damage to the property beyond the basic authorized time limitation. **The Military Personnel and Civilian Employee Claims Act of 1964 does not apply after the authorized time limitation.**

3.5.2.2. (U5360-B2) Temporary Storage. Temporary Storage of HHG transported from NTS should be avoided. Close coordination between origin, destination and the member is critical. If temporary storage becomes necessary the destination TMO is the appropriate authority to authorize/approve. Under no circumstances should temporary storage be granted past 90 days without approval from MAJCOM.

3.5.3. (U5360-D) Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service. 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 shipment under this paragraph. The following statement is to be annotated in the remarks section

of the DD Form 1299, "*Shipment per JFTR, par. U5360-F.*" Shipment is authorized to any point within the local area (See paragraph 9.3.).

3.5.4. (U5360-E) Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less Than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training. The member's order MUST have a reserve component fund cite on it.

3.5.5. (U5360-F) Member Required to Vacate Government or Government Controlled Quarters Upon Separation or Relief from Active Duty. This local drayage authority applies only to a member who is in physical receipt of a separation order. A member's separation order is to be used to effect the shipment under this paragraph. The following statement is to be annotated in the remarks section of the DD Form 1299, "*Shipment per JFTR, par. U5360-F.*" Shipment is authorized to any point within the local area. (See paragraph 9.3.).

3.5.6. (U5360-G) Time Limit.

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

3.5.6.2. Extension of the time limit is **permitted if** a written request is submitted within the 180-day-time limit; **and** physical release of HHG within the 180-day-time limit would impose a hardship on the separated member.

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

3.5.6.4. JPPSO-SAT is delegated authority to approve or disapprove requests for extension beyond 15 workdays. Request must be based on a bona fide hardship to the member that would be created by compliance with the 180-day basic entitlement. All requests for extension will be fully documented and forwarded to JPPSO-SAT/ECAF-B, 613 Northwest Loop 410, Suite 400, San Antonio, TX 78216-5518.

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

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

NOTE: The circumstances outlined above are guidelines only. Due consideration must be given to circumstances surrounding each member's request. Each extension equals 180 days (e.g., 2 extensions = 360 days)

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

3.6. (U5365) Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay.

3.6.1. (U5365-A) HOS Authorized. Prepare AF Form 2473, **Home of Selection Travel and Transportation Entitlements**, (Attachment 13) in duplicate, on shipments or storage incident to retirement. Place the original in the member's case file and give the duplicate copy to the member. AF Form 2473 may be ordered through publication, reproduced locally or produced from automated systems.

3.6.1.1. Home of selection (HOS) is the place selected by the member under JFTR, par. U5130. The member is required to indicate the HOS at time of application.

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

3.6.1.1.2. A place outside the United States from which the member was called (or ordered) to active duty to the first duty station.

3.6.1.1.3. Any "other place" at a cost not to exceed what it would have cost the government had the member selected a home at a specified place in the CONUS. **NOTE:** If "other place" is selected, collection action is effected by JPPSO-SAT/ECAF based on all pertinent travel and transportation documents. TMOs annotate the shipping document with "Paying Officer Review Required." The Finance Services Office (FSO) and TMO (per DFAS DER 7010-3) furnish to the member available cost comparison options (estimates). The FSO provides the member with the most favorable travel pay option. The TMO furnishes the most favorable HHG rate point. The member selects one of these options for entitlement purposes. Once an option has been chosen, the TMO furnishes an estimate of excess costs, if any, associated with the shipment outside the CONUS.

3.6.1.1.4. If member chooses an HOS outside the United States as "other place", NO POV transportation entitlement exists.

3.6.1.2. For a retired member, the HHG weight allowance is that noted in JFTR, par. U5310-B. The pay grade in which the member was serving on the LAST day of active duty is used.

3.6.1.3. For a member separated or retired under JFTR, par. U5365, there is no authority to consign a shipment of HHG to a military installation, embassy, or consulate.

3.6.1.4. For members separating or retiring under JFTR, par. U5365, full weight allowance is authorized upon return from OCONUS.

3.6.2. (U5365-C4) Temporary Storage. Close coordination between origin, destination and the member is critical. It is important to counsel the retired member the government does not ordinarily pay for any further storage.

3.6.2.1. The TMO is without authority to delay a shipment beyond the authorized time limitation for the member's convenience. These members must be carefully counseled on the ramifications of their actions and are required to provide a specific pickup dates for the shipments from NTS.

3.6.2.2. If temporary storage becomes necessary and meets the requirements of JFTR, par. U5365-C4a or b, the destination TMO is the appropriate authority to authorize/approve. Under no circumstances should temporary storage be granted past 90 days.

3.6.3. (U5365-D1) On Date of Termination of Active Duty.

3.6.3.1. Extension: The Director, JPPSO-SAT is delegated the authority to approve or disapprove requests for extension of the basic 1-year time limit.

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

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

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

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

3.6.3.2.1. The retirement or other pertinent order;

3.6.3.2.2. A written statement from the hospital administrator where hospitalization or treatment was provided at government expense stating the member was undergoing hospitalization or treatment on the last day of active duty; the hospitalization or treatment was for the same or an associated condition existent on the last day of active duty; the hospitalization or treatment was continuous; the specific medical facility provided resources or care not readily available elsewhere;

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

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

3.6.3.4. Availability of Medical Resources or Care. Extension requests are not to be disapproved solely upon availability of medical resources or care elsewhere. **NOTE:** Furnish a copy of the approval or disapproval to TMO if a Non-temporary storage account is being maintained.

3.6.4. (U5365-D2) During 1-Year Period After Date of Termination of Active Duty.

3.6.4.1. Extension: The Director, JPPSO-SAT is delegated the authority to approve or disapprove requests for extension of the basic time limitations for Non-temporary storage and shipment of HHG. Extension is limited to the period of hospitalization or medical treatment.

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

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

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

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

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

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

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

3.6.4.5. Furnish a copy of the approval or disapproval to the TMO if a Non-temporary storage account is being maintained.

3.6.5. (U5365-E) Member Undergoing Education or Training.

3.6.5.1. Extensions: The Director, JPPSO-SAT is delegated authority to approve or disapprove requests for extension of the time limitations. On-the-job training (OJT) can be considered as acceptable training for extension of the HHG shipment entitlement. The member's request for an extension must be supported by:

3.6.5.1.1. An applicable retirement or separation order.

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

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

3.6.5.3. Non-temporary Storage.

3.6.5.3.1. Upon approval of an extension **for travel and transportation** the government maintains the NTS account during the period of the authorized extension. The member must reimburse the Government for NTS past the 1 year. Under this arrangement, the member benefits by the storage rates available to the government. However, the member is NOT covered for loss or damage to the property beyond the basic 1-year time limit. ***The Military Personnel and Civilian Employee Claims Act of 1964 does not apply after the 1-year time limit.***

3.6.5.3.2. Seventy-five (75) days prior to expiration of the entitlement the TMO advises the member, by certified letter, that if application for shipment is not received by the TMO before the expiration of the entitlement, the member should contact the NTS contractor to procure enough insurance to cover the property remaining in storage. When the member requests shipment, the TMO will collect all excess charges prior to release of the NTS shipment.

3.6.5.3.3. When the member requests shipment, **or upon expiration of the extended entitlement period**, the TMO provide JPPSO-SAT/ECAF with copies of the NTS documentation. The package is to contain copies of the DD Forms 1164 and 1299, special orders, weight tickets, and other applicable documents outlining the NTS charges. JPPSO-SAT/ECAF submits the DD Form 139 to DFAS-DE/FYDE, Denver, CO 80279-5000 for collection action.

3.6.6. (U5365-F) Other Deserving Cases.

3.6.6.1. Extensions: HQ AFPC/DPPTT is delegated authority to approve or disapprove requests for extensions of the time limitation. The member must submit a written request for an extension to HQ AFPC/DPPTT, 550 C Street West, Suite 11, Randolph AFB, TX 78150-4713. It must include a full explanation of the circumstances preventing completion of the final move within the allotted time. The request must include the number of months of extension required and must be supported by an applicable retirement or separation order. All documentation supporting the unusual circumstances such as:

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

NOTE: The circumstances outlined above are guidelines only. Due consideration is to be given to circumstances surrounding each member's request. Comptroller General decision B207157, 2 Feb 1983 states "The primary requirement is that the travel be the result of separation/retirement from the service, since it is not a benefit which the separated/retired member retains until used regardless of circumstances." Each extension equals 1 year but may not be extended for more than a total of 6 years (including the first year after retirement) from the retirement/separation date IAW JFTR, par. U5018-I).

3.6.6.2. Non-temporary Storage: (See paragraph 3.6.5.3.)

3.6.7. (U5365-G) Member Required To Vacate Government or Government-Controlled Quarters before Selecting a Home. This local drayage authority applies only to a member who is in physical receipt of a retirement order. The member's retirement order is used to effect the shipment under this paragraph. The following statement will be annotated in the remarks section of the DD Form 1299, "Shipment per JFTR, par. U5365-G." Shipment is authorized to any point within the local area (See paragraph 9.3).

Chapter 4 TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

Part A - Unusual/Emergency Circumstances

4.1. (U5370) HHG Transportation Under Unusual/Emergency Circumstances.

4.1.1. (U5370-A) General: Table of weight allowances, JFTR, par. U5310-B, applies with the exception of those areas where administrative weight is applicable. (See Attachment 1) Members assigned to weight restricted areas may request a weight exception upon next PCS in accordance with Attachment 2.

4.1.1.1. (U5370-B2) Dependents Do Not Perform Authorized Travel to the OCONUS PDS. Approval authority is the same as in 4.3.1.

4.1.2. (U5370-C) PDS to Which Dependent Travel Is Authorized Changed to Dependent Restricted Tour PDS. Installation Commanders are designated to authorize/approve HHG shipment under JFTR, pars. U5370-C3 and C4. (See AFI 36-3020, Table 1)

4.1.3. (U5370-H) HHG Shipment Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members With Dependents Stationed in CONUS). Installation Commanders are delegated the authority to authorize/approve, and extend associated time limits for, transportation of dependents and movement of HHG of members *stationed* in CONUS incident to a member's court-martial sentence or administrative discharge under other than honorable *conditions*. The applicable installation commander shall be the commander of the installation at which the member was stationed at the time of Court-martial sentence or administrative discharge action.

4.1.4. (U5370-J) Consumable Goods Allowance Incident To Tour Extension or IPCOT. The Deputy Under Secretary of the Air Force for International Affairs, SAF/IA (AFAAO), is designated to authorize/approve a member's request for shipment of an additional consumable allowance in connection with the tour extension or In Place Consecutive OCONUS Tour of Air Force personnel assigned to the Defense Attaché System.

4.2. (U5372) HHG Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for a Period of More Than 29-Days in a Missing Status, or Upon Death.

4.2.1. (U5372-B) Limitations. See paragraph 3.6.4. for extension procedures.

4.2.2. (U5372-C) When Authorized. See paragraph 6.9.2.2.

4.2.3. (U5372-D) Storage.

4.2.3.1. (U5372-D1) General. Identification and location of the person entitled to receive custody of the property is the responsibility of the appointed Casualty Assistance Officer or Summary Court Officer.

4.2.3.2. (U5372-D3b) Absent in a Missing Status.

4.2.3.2.1. **IMPORTANT:** This item refers to JFTR, par. U5380-L, item 18, which provides an authority for Non-temporary storage not to exceed 1 year from the missing status report. Extensions beyond the 1-year limit are processed IAW paragraph 3.6.4.

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

4.2.4. (U5372-G) Administrative Instructions.

4.2.4.1. The Mortuary Affairs Officer is the primary point of contact for matters involving the death of a member. (See AFI 34-501 Mortuary Affairs Program for more information.)

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

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

4.2.4.4. Mark code word "BLUEBARK" on all shipping documents and crated shipping containers.

4.2.4.5. Mark shipment documents "Direct Delivery Prohibited."

4.2.4.6. Advise the destination TMO of the impending shipment.

4.2.4.7. Arrange for delivery with the recipient and inspection when delivered.

Part B - Early Return of Dependents

4.3. (U5905) HHG Transportation.

4.3.1. (U5905-C) From OCONUS Due to Personal Situations and HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS. Installation Commanders are designated to authorize/approve return HHG shipment under JFTR, par. U5905-C, under the same circumstances as for return transportation of dependents under JFTR, par. U5900-D. This authority applies to return of HHG to the member's OCONUS PDS. (See AFI 36-3020, Table 1)

Chapter 5 STORAGE

5.1. (U5375) TEMPORARY STORAGE.

5.1.1. (U5375-A) General. The TMO maintains close liaison with housing, personnel, and sponsors to determine status of incoming personnel. The TMO ensures HHG are only placed into SIT after the determination is made that the member could not accept them.

5.1.1.1. Departing personnel should be thoroughly briefed on their responsibility to promptly notify the TMO when they arrive at destination. Normally, telephone contact is acceptable.

5.1.1.2. The following provisions exist to guide the TMO and the member on temporary storage:

5.1.1.2.1. 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 are to be placed in storage under a basic agreement or DPM contract. **NOTE:** The TMO determines which method to use based on the member's individual circumstances and/or which method results in the lower overall cost to the government.

5.1.1.2.2. If a GBL was used, it is to be canceled when the member fails to request shipment from temporary storage within the authorized time limitation. The TMO should process the payment to the carrier or agent in accordance with paragraph 10.9. If origin services were originally procured by local contractual arrangement, the contractor is to be paid for services and storage. Any additional storage charges must be settled between the member and the contractor. In the circumstances noted above, collection action is to be initiated against the member for origin services and storage paid by the government.

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

5.1.1.2.4. 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 (See JFTR, par. U5375-G) or if the member requests a shipment under the chain-of-orders concept.

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

5.1.2. (U5375-B1) First 90 Days of Storage. TMOs are to maintain an effective suspense system on all temporary storage. Members are to be notified as to expiration of temporary storage and advised as to their responsibilities concerning removal or continued storage. Members should be thoroughly counseled so they understand and can comply with all instructions relating to temporary storage entitlements. See paragraph 3.3.2.3.2. for maximum storage entitlement for members participating in the Home Basing, Follow-On Program.

5.1.2.1. (U5375-B2) Second 90 Days of Storage. Use DD Form 1857, Temporary Commercial Storage at Government Expense to document additional SIT. Temporary storage is not to be authorized beyond 180 days, except under the provisions of JFTR, pars. U5375-B3a and b, even though the member agrees to reimburse the government. There are two options for those shipments that entitlements to SIT have expired.

5.1.2.1.1. Member's Expense. Temporary storage is terminated at 2400 hours on the 180th day, with the account converting to the member's expense. Additional accrued storage charges become a matter for resolution between the member and the storage company. In this case, the warehouse becomes the destination of the shipment. It is recommended that the member and warehouseman conduct a joint inspection of the shipment and complete a DD Form 1840. A claim against the Government may be denied unless the member has evidence that the loss or damages occurred while the shipment was stored at the Government's expense .

5.1.2.1.2. Government Expense. If the member is still in a pay status the TMO may elect to maintain the Government-funded character of the shipment in SIT and recoup the excess storage cost from the member upon delivery. This period will not exceed one year beyond the last approved storage period.

5.1.2.1.3. In either case the member is entitled to delivery at government expense. The Transportation Office under local invoicing or purchasing procedures after the PPGBL has terminated shall make payment for delivery services at government expense.

5.1.2.2. (U5375-B3) Storage After First 180 Days. Approval criteria for shipments in temporary storage from 181 to 270 days are delegated to the Traffic Management Officer. Approval authority for storage from 271 days plus is delegated to the Traffic Management Officer with coordination required from MAJCOM transportation staff, JPPSO Director/Deputy or equivalent agency official.

5.1.2.2.1. (U5375-B3a) 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 Traffic Management Officer is designated to authorize/approve additional storage under JFTR, par. U5375-B3a. *Disapproval of requests for additional storage is to be made only with concurrence of the respective MAJCOM.* Requests must include a copy of the member's TDY or deployment order, together with the member's statement as to the necessity for additional temporary storage. Storage at government expense terminates not later than 90 days after completion of TDY or deployment, unless the MAJCOM transportation staff, JPPSO

Director/Deputy or equivalent agency official approves additional storage (not to exceed an additional 90 days).

5.1.2.2.2. (U5375-B3b) Additional Storage Under Circumstances Beyond Member's Control. Approval criteria for shipments in temporary storage over 180 days are as follows:

5.1.2.2.2.1. Storage required to permit direct delivery from temporary storage into government quarters. To meet this criterion, the member must have been on the active government quarters waiting list throughout the entire time the shipment was in SIT. **NOTE:** This does not apply to members who are on a waiting list for a specific type of house when other adequate housing is available. Verification from the housing office is required. If a member is removed from the active waiting list, government SIT terminates immediately, or

5.1.2.2.2.2. Storage required due to non-availability of suitable local economy quarters for the member based on the member's pay grade and family size (work closely with housing manager to ascertain the local housing situation), or

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

NOTE: These time extension authorities are not meant to relieve members of their responsibilities to expeditiously seek and obtain adequate housing.

5.1.3. (U5375-D) Temporary Storage Converted to NTS. The TMO is the designated approval authority.

5.1.4. (U5375-E) HHG Partial Lot Withdrawal and Delivery from Temporary Storage. The TMO is the designated approval authority.

5.1.5. (U5375-F) Further PCS Orders Received After The Member Arrives at a New PDS. See JFTR, Appendix A, for definition of Effective Date of PCS Orders.

5.1.6. (U5375-G) Orders Amended, Modified, Canceled or Revoked. See JFTR, Appendix A, for definition of Effective Date of PCS Orders.

5.1.7. (U5375-H) Short Distance Moves.

5.1.7.1. (U5375-H2) Inter-City Moves. See paragraph 5.1.2 for time limitations. Approval/Authorization for storage under this paragraph is the same as identified in par. U5355-B.

5.2. (U5380) NON-TEMPORARY STORAGE.

5.2.1. (U5380-B1) General. When NTS is authorized from OCONUS, HHG are normally returned to a CONUS port of entry for NTS. NTS is authorized OCONUS, when such approved facilities are available for:

5.2.1.1. Members retiring OCONUS who select a home in or near the OCONUS duty station.

5.2.1.2. Members who separate with home of selection entitlement and indicate in writing the intention to select a home in or near the OCONUS duty station.

5.2.2. (U5380-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 special order.

5.2.2.1. Port Terminal Action. The Terminal TO determines whether commercial or government facilities are to be used for storage as required in DTR, Part IV.

5.2.2.2. Non-temporary Storage Facilities in OCONUS Areas. See DTR, Part IV.

5.2.3. (U5380-C) NTS as an Alternative to Transportation. The TMO is the designated approval authority: (See Attachment 11)

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

5.2.3.2. For a specified period of storage which is less than the contemplated period of the new assignment. Storage costs for the specified period cannot exceed the cost of shipment to the new assignment. The member must agree to conversion of the storage account to personal expense on a specific expiration date.

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

NOTE: HQ USAF/ILGT is the determining authority in all other cases.

5.2.4. (U5380-D) NTS Converted to Temporary Storage. This entitlement applies only to the removal of HHG from NTS for line-haul shipment. The TMO is the designated approval authority. A DD Form 139, Pay Adjustment Authorization, is to be initiated to collect storage charges in excess of 180 days unless the TMO authorizes additional storage under paragraph 5.1.2.2.

5.2.5. (U5380-G) NTS Incident to Occupancy of Government or Government-Controlled Quarters and Incident to Vacating Local Economy Quarters. Applies to CONUS and OCONUS areas. An order (AF Form 150) authorizing drayage and storage at government expense must contain a fund citation provided by the housing or billeting officer. **NOTE:** Budget and

obligation authority is not maintained by the TMO; it is the Housing Manager's responsibility (AFI 32-6001 and AFI 65-601 V1 paragraph 10.51)

5.2.5.1. (U5380-G1) Incident to Occupancy of Government or Government-Controlled Quarters.

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

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

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

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

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

5.2.5.2. (U5380-G2) Incident to Vacating Local Economy Quarters. A written order citing specific authority for the local drayage and local O&M funds (Fund citations) is required to support application for such moves.

5.2.6. (U5380-H) NTS When Ordered on PCS to a Remote CONUS Area with a Housing Shortage. HQ USAF/ILGT is designated to authorize/approve Non-temporary storage. The member's application is to be submitted through command channels. The authorizing/order issuing authority must indicate the restricted nature of the assignment.

5.2.7. (U5380-L) Time Limits.

5.2.7.1. Situation Numbers 1 - 17, 19 - 25, and 27- 28, Termination of Entitlement. (No Change)

5.2.7.2. Situation Number 18 - Termination of Entitlement. JPPSO-SAT/DIR is designated to authorize extensions under this provision.

5.2.7.3. Situation Number 26 - Termination of Entitlement. Property awarded to an ex-spouse incident to divorce may remain in storage for a reasonable period of time. The period of time cannot exceed the member's authorized storage period based on the member's assignment at the time of the divorce.

Chapter 6

PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION

PART A: TRANSPORTATION OF POVs

6.1. (U5405) Eligibility.

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

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

6.2. (U5410-A) Transportation Permitted.

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

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

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

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

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

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

6.2.1.3.3. Advance approval by the Traffic Management Officer is required for shipping POVs involving transshipment through CONUS. Requests are to be submitted to the losing Traffic Management Officer for approval/disapproval consideration. Requests must indicate individual's name and grade, circumstances involved, origin and destination, through movement cost versus requested routing cost comparison (to include dollar savings), certification that no direct ocean

service was available between old and new duty stations, and that the POV is otherwise eligible for movement (i.e., conforms to things like EPA and Customs requirements).

6.2.2. (U5410-B) POV Shipment When Transportation to the New PDS Not Permitted.

6.2.2.1. HQ USAF/ILGT is the determining authority under JFTR, par. U5410-B1, second item b, when the shipment is not related to the travel of dependents. The member must state in writing, that the POV destination is the port/VPC normally serving one of the following: residence of member's family; home of record; or place of entry on the current tour of active duty. A request for shipment to any other place must contain detailed justification and clearly identify who is to accept the vehicle.

6.2.2.2. For shipments under JFTR, par. U5410-B1, second item c, the member is responsible for all costs related to payment of customs, import duties, etc.

6.2.3. (U5410-C) Replacement POV Transportation. MAJCOM and SOA Directors of Transportation having logistical responsibilities in the OCONUS areas are designated to make replacement vehicle determinations. Time remaining on station requirements in paragraphs 6.2.1 and 6.2.1.1. do not apply. However, approval for members with less than one year remaining should have very strong justification. This section pertains to shipment of POVs from CONUS to the OCONUS station.

6.3. (U5414) Transportation of POVs To/From PDS.

6.3.1. (U5414-B) Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS. SAF/IA (AFAAO) is designated to authorize/approve requests for Air Force personnel assigned to US Defense Offices worldwide.

6.3.2. (U5414-C) Transportation of a POV within CONUS Incident to PCS. The local MPF is designated to authorize/approve shipments when member is physically unable to drive or there is insufficient time for the member to drive and report to their new PDS. It is the member's responsibility to provide documentation substantiating the request for overland shipment to the MPF and the authorization is to be included in the member's PCS order.

6.4. (U5415) Transportation Restrictions.

6.4.1. (U5415-B) Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. See DTR, Vol. V and PPCIG, Volume II - OCONUS.

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

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

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

6.4.2.3. In the event of any vehicle not meeting Government of Japan standards, the member is responsible for disposal of the vehicle, and any associated costs of such disposal; and

6.4.2.4. Commanders and members must understand, no government entitlement exists to return the vehicle to the US until the issuance of subsequent PCS orders, or such time as an early return of dependents application is authorized.

6.4.2. (U5415-C) Restriction on Vehicle Size. The formula for determining the measurement ton (MT) size of a POV is: length times width times height (in feet) divided by 40. (EXAMPLE: (L) 17' x (W) 8' x (H) 5.75' = 782 cubic feet, ÷ 40 = 19.55 MTs). Size restriction does not apply for members who are authorized shipment of an oversized POV for medical reasons. Members must send requests through the Installation Surgeon General (SG) and MPF. Authorization for oversized vehicle under these circumstances must be annotated on member's order.

6.5. (U5435) Ports Used.

6.5.1. (U5435-A) Designation of Ports.

6.5.1.1. The designated port for entitlement purposes is the MTMC controlled VPC nearest to the current and next PDS or in between the two.

6.5.1.2. See DOD 4500.9-R, Part IV, Appendix BD for identification of ports that have service between the shipping and receiving points.

6.5.2. (U5435-B) Alternate Ports.

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

6.5.2.1.1. A request is to be forwarded to the applicable MAJCOM for initial determination. If the request contains adequate justification, it is to be forwarded to HQ USAF/ILGT for approval.

6.5.2.1.2. Any request forwarded must contain a strong MAJCOM-recommended positive endorsement. Prime considerations in forwarding a case for review are those situations beyond the member's control and those where approval would alleviate an undue hardship. Requests lacking adequate justification are returned without action

6.5.2.2. Other than Designated Shipping Port Usage Within the CONUS. The member must be advised of the responsibility for any excess cost for use of a port/VPC other than a designated port/VPC. **Such costs should be collected at the port/VPC in advance of shipment.**

6.5.3. (U5435-C) Transshipment from a Designated Port. HQ USAF/ILGT is designated to make determinations on these requests.

6.6. (U5440) Factors Affecting POV Transportation.

6.6.1. (U5440-A) Transportation of POV May Be Deferred. **EXAMPLE:** Member went PCS from Andrews AFB to Mildenhall AFB in 1996 and did not use an entitlement to ship a POV. In 1999 the member went PCS from Mildenhall AFB to Ramstein AFB. Member has entitlement to ship a POV from the port/VPC servicing Andrews AFB to Germany or from England to Germany.

6.7. (U5445) Excess Cost Collection. (See paragraph 6.4.2., paragraph 6.5.2.1. and paragraph 6.5.2.2.)

6.8. (U5455) POV Transportation Under Unusual or Emergency Circumstances.

6.8.1. (U5455-B) Member Reassigned from OCONUS PDS to Which Dependent Travel Is Authorized to an OCONUS PDS to Which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. This paragraph authorizes inter-coastal or intra-coastal shipment of a POV. The authorization is to a port/VPC serving the designated location of dependents, when such designated location is in the CONUS. When the dependents travel to a non-foreign OCONUS area (e.g., Alaska, Puerto Rico), shipment is authorized as provided in JFTR, par. U5410-B1, second item b.

6.8.2. (U5455-E) Member Officially Reported as Dead, Injured, Ill, Absent For More Than 29 Days in a Missing Status, or Upon Death.

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

6.8.2.2. DD Form 1300, 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.

6.8.2.3. If the DD Form 1300 or other authorizing documents do not contain an appropriation, the TMO must obtain an appropriation from the local Comptroller.

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

6.8.2.5. Mobile homes and campers used as a residence and designed to be moved overland, whether self-propelled or tow-away, fall within the definition of a MOBILE HOME and, as such, are not transported as a POV under provisions of this paragraph.

6.9. (U5457) Time Limitation for Transportation of a POV.

6.9.1. (U5457-A) Incident To Separation from Service or Relief from Active Duty. A member who is separated with entitlement to travel pursuant to JFTR, par. U5125-A2, may have a POV shipped. Shipment is authorized to the port/VPC nearest the home of record or place of entry into the service (as applicable), provided:

6.9.1.1. The home of record or place of entry is so located as to authorize transoceanic shipment as defined in JFTR, pars. U5405, U5425-A, and U5435-B.

6.9.1.2. The POV is offered to a port/VPC before 2400 hours on the 180th day after separation or release from active duty. JPPSO-SAT has extension approval authority involving hardships. (See paragraph 3.5.6.2.)

6.9.1.3. The provisions of JFTR do not prohibit the shipment, per JFTR, par. U5415-B.

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

6.9.2. (U5457-B) Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay. A member who is retired with entitlement to travel pursuant to JFTR, par. U5130-A1, may have a POV shipped. POV shipment is authorized to a port/VPC nearest the home of selection, provided:

6.9.2.1. Home of selection is so located as to authorize transoceanic shipment as defined in JFTR, pars. U5405, U5425-A, and U5435-B. **NOTE:** A member whose HOS is “any other place” as defined in JFTR, par. U5130-A2 does not have a POV shipping entitlement.

6.9.2.2. POV is offered to a port/VPC for shipment within 1 year from the date of retirement. (The 1-year time limit may be extended for medical or educational purposes, or other deserving cases. See paragraphs 3.6.2., 3.6.2.1., 3.6.3., and 3.6.4.)

6.9.2.3. The restrictions in JFTR, par. U5415-B do not apply to POV shipment to the HOS.

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

6.10. (U5460) Care and Storage. Except as authorized in JFTR, pars. U5455-E2 and U5464, storage of a POV at government expense or by government arrangement is NOT AUTHORIZED. The only exception is free holding time at the WPOE/WPOD incident to shipment of the POV to, from, or between OCONUS areas. Normally, such holding time cannot exceed 45 days. (See Part B, paragraph 6.14 of this chapter for POV storage when POV transportation to PDS is not authorized.)

PART B: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY

6.11. (U5466) Eligibility.

6.11.1. (U5466-A) Members. The PPCIG is to be used to determine if the member's requirements of JFTR, par. U5466-A1 are applicable.

6.11.1.2. (U5466-A2) The TDY order must have a line of accounting funding this entitlement. This item is considered a special authorization and is covered in AFI 65-103, Chapter 3.

6.11.2. (U5466-B2) Government-Procured Storage Not Available. The Air Force has NOT designated POV storage facilities under this paragraph. The TMO should issue a letter authorizing the member to self-procure storage until such time as government arranged storage is available. **NOTE:** This letter should not be issued for motorcycles under this paragraph unless there are no Non-temporary storage warehouses available.

6.12. (U5470) Storage Facilities. See paragraph 6.11.2.

6.13. (U5472) Factors Affecting Storage of POV. Members making a Home of Selection to a POV restricted area (JFTR, par. U5466-A1) are NOT entitled to POV storage.

6.14. (U5474) Excess Cost. There is NOT a 20 Measurement Ton limit on POV storage.

6.14.1. POV Storage Excess Costs. Members exceeding authorized time limit are required to pay excess costs pertaining to monthly storage charges. For member's separating from the service, excess cost should be collected prior to releasing the vehicle to the member. For members remaining in a pay status or members who have separated and excess cost was not collected prior to vehicle release, TMOs are to complete DD Form 139, *Cash Collection Voucher*, and distribute as follows:

6.14.1.1. Forward the original and one copy of the DD Form 139 with a copy of the PCS order and a copy of the DD Form 788 to JPPSO-SAT/ECAF. **NOTE: JPPSO-SAT/ECAF returns a copy of the DD Form 139 to the TMO certifying that collection action has been initiated.**

6.14.1.2. Retain a copy of the form and provide a copy to the member. The member is to be advised that JPPSO-SAT/ECAF is to initiate excess cost collection action.

6.15. (U5476) Continued POV Storage. Storage at government expense terminates not later than 90 days after TDY completion, or upon separation/retirement from the service.

Chapter 7 TRANSPORTATION OF MOBILE HOMES

7.1. (U5500) General.

7.1.1. Operational procedures for Transportation of Mobile Homes are contained in the DTR, Part IV, Chapter 407.

7.1.2. Members moving mobile homes must be given a copy of AFJPAM 24-225, Moving Your Mobile Home (Joint Service Pamphlet) and DD Form 1800, Mobile Home Inspection Record. This pamphlet is available at <http://www.mtmc.army.mil/>. The member should use DD Form 1800 as a guide in completing pre-move requirements.

7.2. (U5502) Conditions for Eligibility.

7.2.1. 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 residence upon return from the remote assignment. The member is responsible for making arrangements for receipt and disposition of the mobile home upon its arrival at destination.

7.3. (U5505) Basic Entitlements. See examples of possible excess cost in paragraphs 7.4. and 7.4.1. below.

7.3.1. (U5505-B) Between PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. In addition to transportation of a mobile home these members may also be entitled to transportation of baggage and HHG under JFTR pars. U-5330-F, U-5515-G and U5540-A.

7.3.2. (U5505-E) Allowable Costs. At the time of counseling, review with the member the accessorial services required to prepare the mobile home for movement. Determine which accessorial services are to be performed by the member and which by the carrier. (See paragraph 7.1.2.)

7.3.3. (U5505-F) Costs Not Allowed. During counseling, ensure members understand they must pay these charges, even though total allowable costs may be less than costs allowed for the move. (See paragraph 7.2.1.)

7.4. (U5510) Methods of Shipment. Attachment 12 Mobile Home Cost Comparison Worksheet.

Example: Separating TSgt with dependents whose home of record is Pittsburgh, PA (1,491 miles) moves doublewide mobile home from San Antonio, TX, to Phoenix, AZ (966 miles). Authorized weight allowance is 11,000 pounds.

MOTO (Actual cost)	\$6,250.00
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Authorized cost is based on the cost to Pittsburgh PA (JFTR, par. U5510-A):

Line-Haul \$37.45 cwt x 105% = \$39.32 x 11,000 pounds =	\$4,325.20
Maxpac \$12.35 cwt x 105% = \$12.97 x 11,000 pounds =	<u>\$1,426.70</u>
Total authorized cost	\$5,751.90

Excess cost = \$498.10.

7.4.1. (U5510-B) Reimbursement for Personally Procured Transportation. Provide the member a claim for reimbursement letter based on paragraph 7.3. as depicted in example below:

SMSgt moves mobile home. Distance moved 555 miles.

a. Authorized cost for 13,500 pounds	
Line-haul \$20.15 x 105% = \$21.16 x 13,500	\$2,856.60
Maxpac \$12.35 x 105% = \$12.97 x 13,500	<u>\$1,750.95</u>
Total authorized cost	\$4,607.55
b. Member's actual Mobile Home shipment cost based on receipts	\$5,800.23
Minus charges not allowed (i.e., blocking, axle repair, etc)	<u>\$ 923.50</u>
Member's Adjusted Mobile Home Shipment Cost	\$4,876.73
c. Maximum reimbursement authorized	\$4,607.55

NOTE: Costs not allowed IAW JFTR, par. U5505-E, must be deducted from the member's actual cost even if the member's total cost is within the authorized shipment cost.

7.5. (U5515) Factors Affecting Mobile Home Transportation.

7.5.1. (U5515-A) Election of Mobile Home Allowances.

7.5.2. TMOs processing applications for government arranged transportation of a mobile home as prescribed in JFTR, par. U5510-A and claims for reimbursement under U5510-B must add the following statement in DD Form 1299, block 1,9 *"I understand movement of my mobile home on a reimbursable basis or government arrangement precludes shipment of household goods except as noted in JFTR, par. U5515-G."*

7.5.3. (U5515-G) HHG Removed from Mobile Home to Meet Safety Requirements. See paragraph 2.5.4.

7.6. (U5520) Excess Costs for Mobile Home Transportation of Separated Member, Deceased Member, and Heirs of Deceased Members. Government arranged shipments for members who do not remain in a pay status (or dependents/heirs of deceased members) is authorized. The Personal Property Government Bill of Lading (PPGBL) can be issued to obligate the government in an amount not to exceed the member's maximum entitlement plus the value of

any advance excess cost collected. Any further excess costs (all costs over the "*allowable costs*" listed in JFTR, par. U5505-E, plus "*costs not allowed*" listed in JFTR, par. U5505-F) must be settled with the carrier at destination.

7.7. (U5530) 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. *NOTE: Shipment under this paragraph is not subject to the cost restriction of JFTR, par. U5510-A.*

7.8. (U5545) Mobile Home Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death.

7.8.1. (U5545-A3) Additional Moves -- Member Reported as Missing for More Than 1 year. **JPPSO-SAT/DIR is designated to authorize/approve extensions of the basic 1-year limit for shipment of mobile homes.** *NOTE: Comptroller General decision B-131061, dated 24 May 1957, ruled that an extension may not be authorized/approved if it extends entitlement more than 5 years after it accrues. See JFTR, par. U5012-I when extension beyond 5-year limit is requested.*

7.8.1.1. **IMPORTANT:** There is no lawful authority to authorize/approve an extension of time limit for Non-temporary storage of HHG for dependents or heirs of a deceased member (See JFTR, pars. U5372-D3a and U5380-L, item 17).

7.8.1.2. **CRITERIA:** Requests for extension of the time limit for HHG shipment may be authorized and/or approved if the request is based upon personal or financial hardship, medical or educational purposes, or other deserving cases.

7.8.2. (U5545-B) Upon Death of Member. JPPSO-SAT/DIR is designated to authorize/approve extensions of the basic 1-year time limit pursuant to this JFTR paragraph. (Same criteria as stated in paragraph 3.6.6.1.)

7.9. (U5555) Temporary Storage.

7.9.1. (U5555-A) General. TMOs may authorize storage-in-transit (SIT) only in accordance with DTR, Part IV, Chapter 407.

7.10. (U5560) Advance of Mobile Home Allowances: (See paragraph 2.8. and AFI 65-104).

Chapter 8

EVACUATION ALLOWANCES

PART A: AUTHORIZED OR ORDERED MOVEMENTS OUTSIDE THE CONTINENTAL U.S. (OCONUS)

8.1. (U6001-A) General. HQ USAF/DPRC is the OPR for evacuation allowances. That office publishes a comprehensive message annually that provides information on all entitlements for per diem, travel and transportation entitlements for military families, and evacuation allowances and entitlements for Air Force civilian employees and/or family member(s) evacuated due to natural and other disasters.

8.2. (U6007-A) General. Installation commanders have the authority to ship/store HHG using local O & M funds, including quarters to quarters (government and economy) moves and non-temporary storage of HHG for quarters that become uninhabitable at locations due to a natural disaster. Local moves may be performed under JFTR, pars. U5355-C1, and U5380-G1a and b. for Government quarters, and pars. U5355-D1 and U5380-G2a for economy quarters. These moves are funded by local installation support funds, and cannot be charged to evacuation funding appropriations. An evacuation does not have to be declared for the installation commander to authorize HHG shipment/storage.

PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

8.3. (U6050) General Information. Same as 8.1. above.

Chapter 9 **JFTR, Volume 1, Appendix A Definitions**

9.1. Alcoholic Beverages and Tobacco Products.

9.1.1. Shipments within CONUS: These items are subject to the rules and regulations established or approved by an appropriate federal or state regulatory authority.

9.1.2. Shipments Entering the Customs Territory of the United States (CTUS) See DTR, Part V. Members are to be counseled they are required to make arrangements, and are responsible, for ensuring compliance with destination state laws.

9.1.3. Shipments within and between OCONUS Countries and Shipments from CTUS to OCONUS Countries: Alcoholic beverages and tobacco products may be shipped subject to host country requirements/restrictions. Consult PPCIG Volume II for host country requirements/restrictions. When in doubt, the origin TMO must request clarification from the responsible transportation authority at destination.

9.1.4. Reimbursement for self-procurement. Reimbursement is restricted to what it would have cost to move a like weight of HHG by surface mode. TMO prepares a letter of reimbursement and forwards a copy to JPPSO-SAT/ECAF. Members are subject to excess cost for split shipments.

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

9.3. Duty Stations/Permanent (Duty) Station (PDS). If an authorized commuting area has not been designated, the TMO must request that one be established IAW JFTR, Chapter 3, and JTR, Chapter 2 by the Installation Commander.

9.4. Intra-Theater Move. HHG movement within a geographic area outside the CONUS within which a member's HHG can be shipped without having to transit the CONUS (e.g., European theater would include movements within and between all EUCOM organizations; Iceland, and Azores).

9.5. Motorcycle/Moped:

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

(Nonconforming POVs) <http://www.mtmc.army.mil/>. **NOTE: Members may elect to make a separate HHG shipment, subject to excess cost, for motorcycles/mopeds.**

9.5.2. The motorcycle/moped is to be prepared for shipment by the member to meet carrier requirements. Specifically, at origin, the vehicle is to be drained of fuel and then operated until all fuel is exhausted. The battery must be completely protected to prevent short circuits. Batteries are to have cables disconnected and be secured in the vehicle's battery box to prevent acid leakage.

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

9.5.4. For surface shipments, documents must identify the location of the vehicle in the shipment. This is necessary because any surface shipment destined to/from OCONUS may be diverted to an air shipment. If the shipment is diverted to AMC, a Shipper Certification for Dangerous Goods must be prepared in accordance with AFJMAN 24-204. To complete the form, service liaison and AMC personnel must be able to locate the vehicle in the shipment.

9.5.5. For HHG shipments to/from Hardlift areas and via TP-4, the Shipper Certification for Dangerous Goods must be prepared and affixed by the origin TMO.

9.5.6. They can also be shipped in unaccompanied baggage if this is the only mode available or the only shipment elected by the member. **TMOs must consult Volume II, PPCIG, for host country restrictions.**

Chapter 10

GENERAL ADMINISTRATIVE GUIDANCE

10.1. Counseling Members. Entitlements, modes and methods of shipments are constantly changing. Therefore, TMOs should develop a continuing education program on personal property entitlements for the base population. JPPSO-SAT has developed a Personal Property Counselor's Handbook which can be used to supplement your training program. It can be downloaded from <http://jppso-sat.randolph.af.mil/ppd/default.htm>.

10.1.1. In addition to the requirements in DTR, Part IV, overprint the DD Form 1797, Personal Property Counseling Checklist. Use the reverse to add special interest items relative to particular shippers or groups. Also use the DD Form 1797 to record any misunderstanding or disagreement the counselor had with the shipper. Use this record to respond to case file inquiries.

10.1.2. Items of Extraordinary Value. Ensure members are briefed in accordance with DTR, Part IV, Chapter 401, Paragraph D.

10.1.3. TMOs are to counsel members and employees on POV movement using Part V of the DD Form 1797. This must be done whether or not the member/employee is currently shipping a POV.

10.1.4. Prepare AF Form 2473, Home of Selection Travel and Transportation Entitlements, in duplicate, on shipments or storage incident to retirement. Place the original in the member's case file and give the duplicate copy to the member. (Attachment 13)

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

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

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

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

10.3. Exception to Provisions of the Joint Federal Travel Regulations (JFTR) and Joint Travel Regulation (JTR) is prohibited.

10.3.1. The JFTR is a direct implementation of the laws enacted by the Congress and the President and interpretations of those laws by the Comptroller General of the United States (GAO) and the Defense Office of Hearings and Appeals (DOHA) and has the force and effect of law. The JTR is the DOD implementation of General Services Administration (GSA) Federal Travel Regulation (FTR) that is the direct implementation of law and GAO and GSA Board of Contract Appeals (GSBCA) interpretations. There is **NO** authority to grant an exception or a waiver to any JFTR/JTR provision. *DO NOT FORWARD SUCH REQUESTS TO HQ USAF FOR CONSIDERATION.*

10.3.2. Recommended changes to the JFTR/JTR may be submitted through MAJCOM channels to HQ USAF/ILGT who forwards them to HQ USAF/DPRC for submission through the appropriate channels (I.e., Unified Legislation and Budgeting (ULB), or Military/Civilian Advisory Panel (MAP/CAP)).

10.4. Congressional Inquiries. Air Force personnel have the legal right to petition, furnish information to, or communicate with the Congress (Title 5, United States Code, Section 7102 and Title 10, United States Code, Section 1034). Most Congressional inquiries relating to HHG are sent to SAF/LLI and then tasked to HQ USAF/ILGT. If you receive a request from HQ USAF/ILGT or your MAJCOM for information respond quickly and accurately, answering all questions to the best of your ability. Email is the preferred method. Ensure your Commander is informed of the request and your response.

10.4.1. Congressional Inquiries to Local Commanders. Air Force policy is to respond promptly and factually to direct requests for information from Members of Congress and their staffs. Commanders are to establish appropriate procedures in accordance with AFI 90-401. If you receive a congressional inquiry from other than your MAJCOM or HQ USAF/ILGT notify your MAJCOM Traffic Management Division.

10.4.2. Privacy Act Information. Air Force officials must protect personal information about military and civilian employees according to the guidelines of the Privacy Act. *Without an individual's written consent to release information, Air Force officials may provide only general information according to the provisions of AFI 33-332, Air Force Privacy Act Program (converting to AFI 33-332), which sets forth the Privacy Act procedures.* The Air Force may, however, disclose an individual's records without the individual's consent when requested by a chairperson or ranking minority member of a congressional committee or subcommittee if the information relates to matters within its jurisdiction. When making such a disclosure, the Air Force should tell the committee or subcommittee members about any sensitive information and the need to safeguard it.

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

Military Records Under the Provisions of Title 10, US Code, Section 1552. Forms are obtained from and processed by Customer Service, MPF.

10.5.1. Before BCMR action involving excess costs can occur, the member must appeal the case by filing a rebuttal. A copy of the final adjudication from JPPSO-SAT/ECAF must support the BCMR application.

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

10.5.3. If BCMR request is granted, JPPSO-SAT/ECAF takes the necessary action to modify or terminate the indebtedness.

10.6. Airlift of HHG. HHG shipment by air to, from, or between Hardlift areas listed in Attachment 6, and via AMC TP-4, does not require prior approval. Airlift to any other area requires prior approval. JPPSO-SAT/DIR is delegated approval authority for TP-2 airlift. Absolute preference must be given to the use of Air Mobility Command resources. **NOTE:** Space required airlift of HHG is not authorized for retirees or separatees.

10.6.1. Hardlift normally applies to all inter-theater HHG shipments for members/employees outside CONUS unless the member has a temporary duty/leave/delay en route of more than 30 days. Under those circumstances ship the member's HHG by surface carrier.

10.6.2. TP-4 Airlift of HHG.

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

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

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

10.6.2.3.1. Via <http://www.pats.wpafb.af.mil/atacmd/index.cfm>

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

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

10.6.2.4. TMOs may use available TP-4 airlift when a local 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. The TMO is to obtain an advance airlift clearance based on estimated pieces, weight, and cube before making any commitment to this type of movement. Personal Property Processing Offices must indicate their request for TP-4 movement by annotating the request on the DD Form 1299 and forwarding it to the shipping office.

10.6.2.5. Shipments being returned from OCONUS points destined for CONUS Non-temporary storage can be routed via TP-4.

10.6.2.6. Once the appropriate clearance authority 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 airlift clearance authority. Options are to upgrade to TP-2 (if justified) or allow the shipper to divert to other modes.

10.6.3. TP-2 Airlift Requests. Airlift requests (AMC TP-2) to, from or between **other than** approved Hardlift areas are sent to JPPSO-SAT/DIR. (See paragraph 10.6.3.3.) The TMO initiates the request that includes, as a minimum, the following:

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

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

10.6.3.3. Pickup date and RDD;

10.6.3.4. Pieces, weight, and cube;

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

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

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

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

10.6.3.6. Airlift requests should be transmitted by message to JPPSO-SAT with information copies to AFMC LSO/LOTA and the MAJCOM. Email requests can be used as an alternate

method of transmission to extensions@jppsosat.randolph.af.mil. Email address for the correct AFMC LSO can be found at www.pats.wpafb.af.mil/atcmd/atcmd.htm.

10.6.3.7. Disapproval authority for airlift requests remains at HQ USAF/ILGT. If JPPSO-SAT/DIR believes the request for airlift lacks adequate justification, telephonic coordination is to be made with HQ USAF/ILGT.

10.6.3.8. Requests for airlift of a civilian employee's HHG must include authority to cite the specific allotment. If authority of the agency controlling the funds has not been obtained, the agency is to be included as an action addressee. The agency is to be requested to furnish JPPSO-SAT/DIR authority to cite their funds to defray airlift cost. The controlling agencies are:

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

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

10.6.3.8.3. The gaining Department of Defense Dependent Schools (DODDS) Regional Office for Air Force funded shipments for DODDS employees;

10.7. OSI Investigations. HQ USAF/ILGT sends OSI reports concerning HHG and POVs to the appropriate MAJCOM. The MAJCOM conducts a review and, if applicable, recommends a course of collection action to the JPPSO-SAT/ECAF.

10.8. Pertinent Personal Property Guidance in Non-transportation Regulations.

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

10.8.2. Shipment of Deceased Member's Personal Property. (See AFI 34-501)

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

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

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

10.9.2. If a GBL was not issued, required, or canceled, the TMO obtains an invoice from the carrier or agent. The invoice should show services rendered up to the time movement were canceled. The TMO 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. Forward copies of the applicable movement orders and the invoice to the local FSO for payment.

10.9.3. Note that the use of these procedures for local moves is normally more expensive than using local P&C contractor rates. Therefore, local moves that use these procedures are subject to close review by audit, IG inspection, etc.

10.9.4. Keep one copy of each applicable document in the HHG case file for each of the situations noted in paragraph 10.9.1 or 10.9.2 above.

10.10. General Officer Moves.

10.10.1. Each TMO is responsible for monitoring Air Force General Officer (AFGO) moves. Origin TMOs must provide complete shipment information to the destination transportation office and the appropriate MAJCOM Traffic Management Function.

10.10.1.1. MAJCOM Traffic Management Function must consolidate and forward information to 11TRNS/LGTT, 361 Thomas Road Suite 100, Bolling AFB, DC 22032-0101. Advance notification may be via message, e-mail, or fax. Provide a copy to HQ USAF/ILGT.

10.10.2. The 11th Transportation Squadron, 11th Logistics Group, Bolling AFB, DC acts as the responsible agency for AFGO moves to, from, and within the National Capitol Region (NCR). On shipments moving from and within the NCR, they provide counseling, prepare documentation, and arrange shipment. For those shipments moving to the NCR, they coordinate the arrival and delivery of all Air Force General Officer moves.

CHAPTER 11 EXCESS COST RESPONSIBILITIES/PROCEDURES

11.1. Excess Cost Responsibilities. JPPSO-SAT/ECAF is the Air Force's executive agency for adjudicating, reviewing, and processing identified excess cost cases. TMOs are to support JPPSO-SAT/ECAF efforts as outlined in paragraphs 11.2. through 11.4.1.

11.1.1. JPPSO-SAT/ECAF is chartered to:

11.1.2. Use information on Air Force-funded shipments with potential excess cost provided by the Defense Finance and Accounting Service (DFAS).

11.1.3. Identify excess cost on active duty, retired, USAFR, and ANG military personnel and Department of the Air Force civilian employees.

11.1.4. Determine which shipment or storage lot results in the least cost to the member/employee. Notify the responsible TMO when the NTS lot is the least costly.

11.1.5. Initiate collection action by preparing DD Form 139 and submitting it to the member's/employee's servicing FSO or DFAS-DE, as appropriate.

11.1.6. Adjudicate excess cost rebuttals for all Air Force-funded shipments. Send final results to the servicing FSO or DFAS-DE for appropriate action.

11.1.7. Recover unearned transportation charges when a member's property is lost or irreparably damaged. The carrier is not entitled to transportation charges paid on that part of the shipment. Base claims officers mail copies of appropriate forms, for all validated claims, to JPPSO-SAT/ECAF who determines the weight of these items and computes the charges to be recovered from carriers.

11.1.8. The FSO or DFAS-DE effects collection if the member/employee agrees with the excess cost computation. If the member/employee does not agree, comply with processing procedures in 11.4.1.

11.2. Excess Cost Documentation for Members/Employees in Pay Status.

11.2.1. The TMO identifies on the GBL, for members/employees remaining in a pay status, each of the following: All excess costs incurred as a result of the member requesting higher cost modes, special services, excess weights, excess mileage, higher release valuation, etc. (See DTR, Part IV, Chapter 13); The total dollar amount of any local contractual service used at origin for DPM, Codes 7, 8, J, etc. (example: "P&C Cost" \$150"); The applicable aerial or water port codes (that is, DOV to FRF; 3DK to 2HL) in the remarks column of the GBL for import or export DPM shipments; and the authorized origin (city, state), destination (city, state), hundred weight cost, and tariff reference for shipment involving excess distance.

11.2.2. Completes TCMD requirements with contractual service cost, pieces, weight and cube IAW Defense Transportation System (DTS) requirements

11.2.3. Individuals exceeding their unaccompanied baggage (UB) weight allowance are advised of the premium cost of air versus surface modes. If the member/employee, after notification, wishes to ship surface, change the shipment mode to reduce excess cost. ***THIS OPTION MUST BE MADE BEFORE THE SHIPMENT DEPARTS FROM ORIGIN.***

11.2.4. Air Force policy provides automatic TP-2 approval for a member's/employee's inter-theater shipment. TMOs **MUST** establish procedures to obtain the weights on these shipments prior to the member's/employee's departure to determine if the combined shipment weights are within the member's prescribed weight allowance; **IF NOT**, counsel members/employees regarding the **EXTREME HIGH COST** of TP-2 movement and allow them the option of the cheaper surface movement. ***THIS OPTION MUST BE MADE BEFORE THE SHIPMENT DEPARTS FROM ORIGIN.***

11.2.5. Local Short Distance Moves. On excess costs for movement under local drayage contracts, document and forward case file to JPPSO-SAT/ECAF.

11.3. Excess Cost Documentation for Members/Employees in a NON-PAY Status.

11.3.1. The origin TMO determines in advance that the member/employee is willing to be financially responsible for all excess costs to effect movement. A member/employee who declines this option must remove enough weight from the shipment after processing for movement or storage to bring the weight to/below the weight allowance. All costs involved for the origin services and re-preparation must be paid by the member/employee.

11.3.2. Advises the member that excess costs should be collected at origin. However shipment is not routinely placed into SIT at origin pending payment. If necessary, advise the member/employee that the debt is turned over to the appropriate out-of-service collection for processing if payment is not made prior to delivery.

11.3.3. Computes 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. Tell the member/employee to give the FSO the DD Form 1131 with one copy of the DD Form 1299 and applicable special order, with Cash, certified cashier's check, bank or US Postal Money Order, traveler's checks, or bank draft. Any combination of the above, in a total amount equal to the computed excess cost, is acceptable.

11.3.4. Tells the member/employee to return a copy of DD Form 1131 showing voucher number, date, and amount collected to the TMO.

11.3.5. Annotates the original GBL 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 and forward a copy to JPPSO-SAT/ECAF.

11.3.5.1. If excess charges are discovered after a shipment departs origin, the origin TMO issues an SF 1200 stating excess costs **were not** collected at origin and destination collection action should be attempted. Forward a copy to JPPSO-SAT/ECAF.

11.3.5.2. Explain to members in a NON-PAY status that they should contact the destination TMO for help with excess cost rebuttals.

11.3.6. Destination TMO notifies the member/employee of excess cost and attempts to collect excess charges at the time of final delivery. If collection action is unsuccessful, issue a GBL correction notice indicating excess charges were not collected and that a paying officer review is required. Provide a copy to JPPSO-SAT/ECAF who then initiates Out-of-Service collection action. **NOTE:** Property is to be delivered even if the member/employee is no longer in a pay status.

11.4. Excess Cost Processing and Rebuttal Procedures Upon identification of indebtedness by JPPSO-SAT/ECAF or TMO:

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

11.4.2. A member/employee presenting a rebuttal to an excess-cost charge for shipment of HHG or a mobile home:

11.4.2.1. Contacts the destination TMO for proper counseling on rebuttal procedures.

11.4.2.2. Prepares a letter stating all reasons for the rebuttal. Include copies of ALL applicable orders.

11.4.2.3. Provides legible copies of the inventories if the allegations are based on PBP&E.

11.4.2.4. Provides two copies of adjudicated DD Form 1844, List of Property and Claims Analysis Chart, if allegations are based on missing or irreparably damaged items.

11.4.3. The **destination TMO** (including JPPSO/CPPO when applicable):

11.4.3.1. Counsels the member/employee concerning "*acceptable evidence*" to support an excess cost rebuttal. The following situations are generally not acceptable as evidence to provide a lawful basis for adjustments or elimination. Member/employee states or alleges that: the contractor, carrier, or TMO estimated the weight below the authorized weight allowances; miscounseling; carrier overpacked 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; carrier did not list or separately identify and weigh PBP&E; or advice of excess cost was not received within a reasonable time. **NOTE:** The above situations are not all inclusive; members/employees are not prohibited from submitting a rebuttal under any circumstances.

11.4.3.2. Advise the servicing FSO of the rebuttal action with a copy of the transmittal letter of rebuttal sent to JPPSO-SAT/ECAF.

11.4.3.3. Determines and states which shipments were reweighed and provide legible reweigh documentation.

11.4.3.4. States the total number of shipments received and identifies destination services. (i.e., temporary storage, warehouse handling, drayage, etc.)

11.4.3.5. Furnishes the complete case file including local and self-procured moves to JPPSO-SAT/ECAF. Include the TMO response to the member's/employee's allegations.

11.4.3.6. States 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 the rates upon which collection should have been made.

11.4.3.7. Determines if rebuttal is based on missing or irreparably damaged items. Confirm if missing items were subsequently located and delivered or if a claim filed and paid. If items were not located or were irreparably damaged, provide copies of adjudicated DD Form 1844 and documentation required by paragraph 11.4.

11.4.3.8. Forwards the complete rebuttal file to JPPSO-SAT/ECAF. Forward rebuttal cases for separated or retired members/employees to DFAS-DE/FYDE who will, in turn, forward cases to JPPSO-SAT/ECAF. **NOTE:** When the destination TMO is serviced by a JPPSO/CPPSO, the rebuttal file will be sent to JPPSO-SAT/ECAF or DFAS-DE through the JPPSO/CPPSO.

11.4.4. When the suspense date on the FSO letter cannot be met, the TMO, member/employee may request an extension from the FSO.

11.4.5. JPPSO-SAT/ECAF reviews, adjudicates, and:

11.4.5.1. If indebtedness is sustained, prepares a letter to the servicing FSO, or DFAS-DE. State that rebuttal is denied and collection is in order.

11.4.5.2. If indebtedness is adjusted, prepares a letter explaining the reason for the adjustment and attach a new DD Form 139.

11.4.5.3. If indebtedness is canceled prepares a letter canceling the DD Form 139.

11.4.5.4. Provide destination TMO with a copy of the final adjudication.

PART 2
Chapter 12
JOINT TRAVEL REGULATIONS, VOL 2
CIVILIAN ENTITLEMENTS

12.1. Chapter 2 - Transportation Modes, Accommodations, Transportation Requests, and Baggage. Contains specific entitlements to unaccompanied baggage shipments.

12.2. Chapter 4 - Travel of Employees. Contains specific entitlements for employees.

12.3. Chapter 6 - Travel Under Special Circumstances. Contains specific entitlements for employees.

12.4. Chapter 8 - Part A HHG Transportation.

12.4.1. (C8020) Unaccompanied Baggage.

12.4.1.1. (C8020-A) General. Arrangements for shipment of unaccompanied baggage should be made as soon as possible to minimize the requirement for expedited movement. This applies when permanent duty travel is involved. Stateside shipments of unaccompanied baggage may be included in the HHG shipment and treated as a partial delivery or shipped separately. When included in employees' HHG shipment, unaccompanied baggage MUST be identified at origin so the carrier can describe items on the inventory as "*designated items for extra pickup or delivery.*" Costs associated with extra delivery, partial delivery from SIT or movement from temporary quarters to permanent quarters is paid by civilian employee and subject to reimbursement under JTR, par. C13215.

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

12.5. (C8110) Weight Allowances when Government Furnishings Are Provided. Employees transferred from unrestricted weight areas to restricted weight areas in the same OCONUS theater are authorized to ship their full weight allowance to the restricted weight area.

12.6. (C8115) Overweight Shipments.

12.6.1. (C8115-A3) Multiple shipment entitlements are covered in JTR, par. C8405.

12.7. (C8120) Professional Books, Papers, and Equipment (PBP&E) Shipment.

12.7.1. (C8120-A) Policy. The exact weight of approved professional items cannot be determined until weighed at time of pickup by a carrier or contractor. Therefore, there is no requirement that PBP&E weight be included in an employee's travel order. Methods for determining PBP&E weight are contained in the following paragraphs.

12.7.2. (C8120-B) Conditions. The employee furnishes an itemized inventory of the PBP&E items to the authorizing official at the new PDS. That official certifies the inventory, adds the correct appropriation, and returns it to the employee. This appropriation can be obtained from the gaining civilian personnel office and/or the local FSO. The employee furnishes the certification to the TMO to be made a part of the shipment file. This supports any future disagreement or rebuttal of excess cost. If a rebuttal is based on incorrect PBP&E weights, copies of these documents must accompany the rebuttal to JPPSO-SAT/ECAF.

12.7.3. (C8120-C) Administrative Expense: The approved items must be separately packed, marked, and weighed. A clear description of articles must be entered on the carrier or contractor's HHG descriptive inventory at the time of pickup. It may not be possible or practical for the carrier or contractor to scale weigh the articles at the time of pickup. If this occurs, a constructed weight of 40 pounds per cubic foot per inventory item is authorized. The scale weight or constructed weight is to be entered on the same line of the inventory next to the description. When the employee certifies the correctness of the inventory, this also certifies the correctness of PBP&E items. An employee who does not adhere to these requirements is not given consideration for PBP&E weight. This applies even though the necessary documents indicating intent to ship PBP&E were obtained. Enter "(Insert Weight) lbs. of PBP&E is chargeable to (insert appropriation)." in block 25 of the GBL. In block 28 PBP&E, put "See Block 25". (PBP&E is treated differently for civilian employees than for uniformed personnel. If the PBP&E is shipped as part of the HHG and the shipment is overweight, no reduction for PBP&E is authorized. If the shipment MAY be overweight, the PBP&E should be separated, weighed, and shipped 'administratively'. See JTR, Chapter 8.)

12.8. PART C: HHG SHIPMENT - METHODS.

12.8.1. (C8220) Cost Comparison. Make sure that the most current rates (commuted rates versus GBL rates) are used to determine the method of shipment. To calculate the commuted rate you must use the AMSA Tariff STB-HGB 400 along with the commuted rate schedule available at http://policyworks.gov/org/main/mt/homepage/mtt/trans/regs_crs.htm.

12.9. PART D: STORAGE IN TRANSIT (SIT).

12.9.1. (C8605) Time Limitations. Approval must be obtained in writing from the authorizing/order-issuing official. (See paragraph 5.1.2. for procedures once employee obtains approval.)

12.10. PART E: NON-TEMPORARY STORAGE (NTS) OF HHG - Section 1: Isolated CONUS PDS Assignment.

12.10.1. (8700) Eligibility. Non-temporary storage while assigned to a designated isolated duty station requires approval from the order approving/authenticating official that approves assignment. **12.11. Section 2: TO, FROM, AND BETWEEN OCONUS AREAS.**

12.11.1. (C8825) Removing HHG From NTS.

12.11.1.1. (C8825-B) Government Paid Expenses. Non-temporary storage shipments are normally located at the place of actual residence; therefore, shipment of the Non-temporary storage property to an alternate destination almost always results in an excess cost situation. **NOTE:** If there is excess cost, DFAS-DE does not accept out of service collection for civilian personnel. The TMO must obtain the last paying office of record for the civilian employee and send the DD Form 1131, Cash Collection Voucher & cashiers check/money order to that location.

12.12. Chapter 10 - Mobile Home Transportation.

12.12.1. (C10001) Reimbursement for Transportation of Mobile Homes in Lieu of Shipment of HHG: There is no authority to ship HHG removed from mobile home to meet safety requirements for employees.

12.13. Chapter 11 - Transportation of Privately Owned Motor Vehicles:

12.13.1. (C11005) Transportation of Replacement POV. The approval authority for this entitlement is HQ USAF/DPRC.

12.14. Appendix E - Part I: Invitation to Travel.

12.14.1. Part I. Invitation to Travel. Under no circumstances is an Invitation to Travel or a Contractor Letter of Identification an authorized document to ship personal property for contractor personnel. Shipment and/or storage of, unaccompanied baggage, and/or personally owned vehicles addressed under this section apply to contractor personnel and **ARE NOT AUTHORIZED BY GOVERNMENT-ARRANGED METHODS.** The only exception to this policy is to those locations that are inherently military locations where commercial transportation is not available. (For EXAMPLE: A contractor employee is going to Diego Garcia. Their company would move their property to Travis AFB CA. The TMO at Travis would arrange for Airlift since that is the only method of shipment for that destination.) In those instances the contractor would be required to arrange for delivery of the personal property to the designated APOE/WPOE for onward movement via AMC/MSC. Contracting officers must coordinate with the local transportation office on all contract clauses' containing a transportation agreement. For contractor billing procedures, reference DoD 4515.13-R, Chapter 7, paragraph C.7.2.

MICHAEL E. ZETTLER, Lt General, USAF
DCS/Installations & Logistics

Attachment 1
RESTRICTED WEIGHT AREAS

Bangkok, Thailand (JUSMAGTHAI Personnel only).
Indonesia.
Jordan.
Kadena AB, Japan.
Kuala Lumpur (Security Assistance Office (SAO) personnel only).
Lajes Field, Azores.
Midway Island.
Misawa AB, Japan.
Saudi Arabia.
Woomera, Australia.
Yokota AB, Japan. (4,000 pounds or 50% whichever is greater)
Exmouth/Learmonth, Australia.
Singapore

A.1.1. Air Force policy is that members assigned to restricted areas generally remain weight restricted on departure from the area unless exceptions are made by MAJCOM supplements. This applies 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 JFTR 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 Attachment 2, Table A2.1.

A.1.2. Normally, single and unaccompanied personnel assigned to, from, and between OCONUS areas are authorized only UB allowance or 10 percent of full JFTR. (See paragraph 2.2. and Attachment 3). Exceptions to this policy may be authorized under Attachment 2, Table A2.2.

Attachment 2

Table A2.1

EXCEPTIONS TO HOUSEHOLD GOOD (HHG) WEIGHT ALLOWANCES FOR ACCOMPANIED MEMBERS SERVING COMMAND-SPONSORED TOURS				
R U L E	A	B	C	D
	If	and	then the member is	and (see note 1)
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 the Furnishing Management Office (SVD). (See note 2)	exception is processed according to the current ZEUS, system 2, ID: 09YCOV4/JFTR_TBL. Shortage item and total weight authorized are to be in the member's PCS order.
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 theaters 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 entitlement to home of selection move per JFTR, 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 HHG in OCONUS area by reason of marriage	member agrees to serve the command-sponsored tour (See notes 5 and 6)	authorized the weight of acquired and medical items, plus other authorized storage or shipments, not to exceed the full JFTR weight allowance. The member will submit a request to the MPF for approval. It must include name grade, tour status, certified list of items with estimated weight and date of acquisition. The MPF uses the standard TA 414 weight chart to validate items. MPF annotates the member's request with the weight of the validated items. If the actual weight of a personally owned item	
7	member acquires HHG in OCONUS area by reason of inheritance	(See Notes 6 and 7)	exceeds the TA 414 weight, the member's certified actual weight is used. (See note 2)	
8	member requires increased weight allowance due to	medical officer has prescribed and approved item		

	personal or dependent medical reasons	(See note 6)		
9	a request for exception involves unusual or extenuating circumstances	(See note 8)	authorized to submit a request for HHG exception to the servicing TMO, MPF, parent MAJCOM/DPX, in turn. The request must include name, grade, tour status, certified list of items with estimated weight and date and source of acquisition. Also list the circumstances necessitating the need for an exception. Include supporting documentation and whether or not government quarters and furniture was available or used. (See notes 9, 10 & 11)	the MPF advises the member of request procedures during initial reassignment processing or sooner, as applicable. Review accuracy of member's data against URPG/PDS data. Initial completion of this review beside their action address element, and forward the request to their MAJCOM/DPX, for approval or disapproval. Approved requests are to be included in the member's PCS order.

NOTES:

1. The MPF advises members that the weight of items shipped and stored at government expense may not exceed their JFTR weight allowance. This includes the weight of any authorized exceptions.
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.
3. The losing TMO advises the MPF if split shipments are prohibited for 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 Furnishings Management Office (SVD).
5. The MPF immediately advises the member to apply for command sponsorship and weight exception.
6. The MPF advises the member that the request must be supported by an appropriate document. A marriage license, inheritance certificate/will, or medical officer approval is required.
7. The MPF counsels the member concerning exception 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 JFTR weight area, MAJCOM/DPXs may approve a request to ship HHG from storage to full JFTR weight areas. Members must have an approved tour extension resulting in serving a period of time equal to two tours, and have elected to return assigned government furniture. These approvals constitute the removal of a previous administrative weight restriction. An amended order citing current fiscal year funding is required. Members assigned to weight restricted areas agreeing to, or having served the equivalent of two tours, may ship additional weight upon departure from the OCONUS permanent duty station. The MAJCOM/DPX approves up to 2,000 pounds for accompanied members. Two thousand pounds or 25 percent of full JFTR allowance or the unaccompanied baggage allowance (without 10 percent option) may be approved for unaccompanied members. Members with dependents are not authorized this exception if they are eligible to serve the accompanied tour and elected the shorter unaccompanied tour. Members must have at least 12 months remaining at the oversea station on the date HHG are due. MAJCOM/DPX may delegate this approval authority to Numbered Air Force or base level. Members "are not" subject to payment of storage changes in excess of 180 days when removing HHG from Non-temporary storage under these authorities (new, amended, revised, or modified orders).
9. The TMO annotates member's request to include number 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 JFTR, par. U5330-D. This weight is authorized, without exception approval, upon subsequent PCS. Advise the MPF to include the applicable weight in the PCS order (note 1 applies). Also include, if applicable, the estimate weight and list of items in excess of the prescribed administration weight allowance.
10. See sample formats in Attachment 9.
11. E-4s under 2 year's service and below are limited to 1,500 pounds without dependents and 5,000 pounds with dependents. Administrative waiver to increase these allowances is not authorized.

Table A2.2

EXCEPTIONS TO HOUSEHOLD GOOD (HHG) WEIGHT ALLOWANCES FOR SINGLE AND MEMBERS SERVING THE UNACCOMPANIED AND ACCOMPANIED TOUR LENGTHS (See notes 1-5)

R U L E	A	B	C	D
	When	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 order.
2		government furniture is available	authorized 2,000 lbs or 25 percent JFTR allowance (whichever is greater.) Plus unaccompanied baggage, without the 10 percent option. Unavailable TA 414 items can also be authorized. (See Table A2.1, Rule 1)	
3	government quarters and furnishings 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 the unaccompanied baggage shipment via air	the TMO annotate the authorized weight allowance on DD Form 1299 for members electing the 10 percent option.
4	single/unaccompanied members assigned OCONUS and authorized to occupy family style government quarters	government furniture is available	authorized 2,000 lbs or 25 percent of JFTR allowance plus unaccompanied baggage, 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		government furniture is not available	authorized the full HHG weight allowance	

NOTES

1. The MAJCOM/CE identifies each station or area where government quarters or furniture is not available for single and unaccompanied members. This information is to be consolidated and provided to HQ AFPC/DPMYCO quarterly through Personnel's Zeus System 2 program to all MPFs.
2. MPF advises members that weight of items shipped and stored at government expense may not exceed their JFTR weight allowances. This includes weight of any authorized exceptions.
3. When applicable, rules 5, 7, 8, and 9 of this Attachment, Table A2.1 may be used for unaccompanied members.
4. 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.
5. When unaccompanied members are assigned from an OCONUS station where they are authorized a HHG weight allowance to another OCONUS station (including Alaska and Hawaii) where they are to be provided with government quarters and furnishings, the special order must reflect the weight allowance at both stations (i.e., "Member authorized full JFTR weight allowance from Osan AB, Korea. Shipment to Elmendorf AFB, AK, limited to unaccompanied baggage or 10% option by surface.") HHG excess to the member's allowance at the new duty station can be shipped to Non-temporary storage or to a designated location in the CONUS.

Attachment 3
MAXIMUM UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCE

Table A3.1

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 05	PCS	600 lbs net weight (See notes 1 & 2)
2	06		800 lbs net weight (See notes 1 & 2)
3	07 to 010		1000 lbs net weight (See notes 1 & 2)
4	E1 to E9	PCS serving unaccompanied tour OCONUS	500 lbs net weight (See notes 1 & 2)
5		PCS serving accompanied tour OCONUS	500 lbs net weight (See note 1)
6		PCS within CONUS	500 lbs net weight
7	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 JFTR weight allowances by surface (700 lbs for E-1 through E-4, less than 2 years). This surface option is also authorized for the member of a military couple not authorized to ship a HHG weight allowance. When the member elects the surface option, the shipment may include HHG. Split shipments (part by air, part by surface) are not authorized.
2. For unaccompanied members assigned to Hardlift area, shipment of the 10 percent option, by air, is authorized.

Attachment 4
FORMAT FOR LETTER CERTIFYING MARS MEMBERSHIP STATUS
(Prepared on letterhead)

MEMORANDUM FOR Base MARS Director
FROM: Base MARS Member

SUBJECT: Certification of MARS Membership Status

I certify that I am an active USAF MARS member. The articles I declare as professional equipment are necessary for the performance of my official MARS duties.

(Signature)
(Typed name and grade of MARS member)

1st Ind
Base MARS Director

TO: Traffic Management Officer

I certify that the MARS equipment to be (shipped) (stored) qualifies as professional equipment. It is in an acceptable operating condition.

(Signature)
(Typed name and grade of base MARS Director)

Attachment 5
RESTRICTED AREAS FOR SHIPMENT OF MARS EQUIPMENT

Azores

Israel

Belgium

Liberia

Bermuda

Norway

Brazil

Pakistan

Canada

Philippines

Denmark

Portugal

England

Saudi Arabia

Ethiopia

Spain

Finland

Thailand

France

Turkey

Greenland

Venezuela

**Attachment 6
AIRLIFT HARDLIFT AREAS**

Note: Inter-theater HHG shipments for Air Force members (does not apply to civilian employees) are considered hardlift area shipments unless the member has a TDY/leave/delay enroute exceeding 30 days.

Afghanistan	El Salvador	Nigeria
Angola	Equatorial Guinea	Oman
Argentina	Ethiopia	Pakistan
Australia	Gambia	Paraguay
Bahrain	Ghana	Peru
Bangladesh	Greenland	Qatar
Bhutan	Guatemala	Rhodesia
Bolivia	Guinea	Rwanda
Botswana	Honduras	Saudi Arabia
Brazil	India	Senegal
Burma	Indonesia	Seychelles
Burundi	Iran	Sierra Leone
Cameroon	Iraq	Somalia
Central African Republic	Israel	South Africa
Chad	Ivory Coast	South West Africa
Chile	Jordan	Spanish Sahara
Columbia	Kenya	Sri Lanka
Congo	Kuwait	Sudan
Costa Rica	Labrador	Swaziland
Dahomey	Lesotho	Syria
Ecuador	Liberia	Tanzania
Egypt	Malagasy Republic	Togo
	Malawi	Uganda
	Maldives	United Arab Emirates
	Mali	Upper Volta
	Mauritania	Uruguay
	Mauritius	Venezuela
	Mozambique	Wake Island
	Nepal	Yemen
	New Zealand	Zaire
	Nicaragua	Zambia
	Niger	

Attachment 7
COMPUTING PACKING ADJUSTMENTS

Table A7.1			
Computation of Packing Adjustments for Military Members (Note 3)			
Code of Shipment is	and when net weight is not known REDUCE gross weight by:	or when net weight is known, REDUCE carrier recorded net weight by:	or when contractor's recorded net weight is known, REDUCE net weight by:
1	N/A	10%	N/A
2	N/A	10%	N/A
3	N/A	10%	N/A
4	N/A	10%	N/A
5	N/A	10%	N/A
6	50%	10%	N/A
7	50%	10% (See note 1)	N/A
8	50%	10% (See note 1)	N/A
9	N/A	10%	N/A
J	50%	10% (See note 1)	N/A
T	N/A	10%	N/A
DPM	50%	N/A	20% (See notes 1 & 2)
LOCAL	N/A	10%	N/A
NON-TEMPORARY	N/A	N/A	10%

NOTES:

1. (For Entitlement Purposes Only) An origin net weight may be recorded for code 7, 8, J, or DPM. A gross reweigh at destination cannot be combined with the origin tare weight to produce a lower net weight. On such cases, the reweigh must include both gross and tare weights to be valid for adjustment purposes.
2. When packing and bracing materials are erroneously included as part of the tare weight, a 10 percent packing allowance applies.
3. For civilian employees, see Joint Travel Regulations.

Attachment 8
ADJUDICATING PBP&E MILITARY MEMBERS ONLY

Table A8.1				
ADJUDICATION OF PROFESSIONAL BOOKS AND EQUIPMENT (PBP&E)(See note)				
R U L E	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 is credited with the weight of PBP&E in rule 1, column c.
2		separately identified, <i>but</i> not weighed	Cube is recorded	member is credited with constructed weight of 40 lbs per cubic foot.
3			Cube is NOT recorded, <i>but</i> type container is known	cube is constructed using standards of MRT/PPB
4			Cube or type container unknown	PBP&E weight is constructed using 40 lbs per line item.
5			Cube or type container unknown <i>but reweigh</i> is obtained	only items identified as being shipped (by inventory item number) retain the PBP&E identity
6			<i>not</i> separately identified or inventoried	a weight is recorded on GBL or DD Form 619
7	not been declared at time of application.	<i>Separately identified on Inventory</i>	Case file reflects indisputable Intent to declare PBP&E	member is credited with PBP&E

NOTE: If NO DECLARATION was made and NO EVIDENCE is available to support that PBP&E was PHYSICALLY TRANSPORTED, NO CREDIT is allowed. IF DECLARATION was made but NO EVIDENCE is available to SUPPORT that PBP&E was PHYSICALLY TRANSPORTED, NO CREDIT is allowed. Issuance of a GBL correction notice to document circumstances under Column D this table IS NOT “After-the-Fact-Declaration.” This applies regardless of the GBL correction notice issue date. In that certified scale weights are not used for PBP&E, JPPSO-SAT/ECAF applies the PBP&E cube rule when making excess cost determination. (See paragraph 2.1.4.2.5. for after-the-fact PBP&E declarations.)

Attachment 9
SAMPLE FORMAT FOR REQUEST FOR HOUSEHOLD GOODS WEIGHT
EXCEPTION

MEMORANDUM FOR MPF
MAJCOM/DPX/LGTT
IN TURN

FROM:

SUBJECT: Request for Household Goods Weight Exception

1. In accordance with AF Supplement to the JFTR/JTR, Attachment 2, Table A2.1, Rule 9, request approval to ship additional pounds of household goods as listed in Attachment 1.
2. The following additional information is provided:
 - a. Date arrived station:
 - b. Previous excess weight authorized:
 - c. Professional books, papers, and equipment to be declared:
 - d. Were government quarters/furnishing available and used:
 - e. Weight of household goods in Non-temporary storage:
 - f. Any other weight to be shipped from other locations:
 - g. Circumstances necessitating need for exception is as follows: (may put on separate paper, if needed).
3. I certify that the items approved for shipment at government expense will be included in my household goods shipment. I understand that I am liable for overweight charges if I exceed my maximum JFTR weight allowance of _____ pounds.

JOHN M. SMITH, TSgt, USAF, 123-45-6789

Attachments:

1. List of Items
2. PCS Order To Current Duty Station
3. PCS Order To Next Duty Station

ATTACHMENT 9 - CON'T

MEMORANDUM FOR MPF

FROM: LGTT

SUBJECT: Household Goods Weight Exception - TSgt John M. Smith, 123-45-6789

The following information is provided per AF Supplement to JFTR/JTR, Attachment 2, Table A2.1, Rule 9:

- a. The member made _____ shipments to this station in (month & year), consisting of _____ pounds.
- b. The member has _____ pounds in non-temporary storage at _____.

Attachment:
Member's Request

ATTACHMENT 9 - CON'T

MEMORANDUM FOR HQ MAJCOM/DPXP

FROM: MPF

SUBJECT: Household Goods Weight Exception - TSgt John M. Smith, 123-45-6789

1. The attached application for additional weight allowance is forwarded per Air Force Supplement to JFTR/JTR, Attachment 2, Table A2.1, Rule 9. This office has reviewed the application, and the information provided by the member is correct.
2. The items listed on the member's request were not classified as unavailable TA 414 items. Therefore, no excess weight for the listed items was granted at this station.
3. The member has/has not served twice the normal tour at this duty station. The member has/has not served a consecutive OCONUS tour at this duty station.
4. The member was reassigned to this station from _____ and has projected assignment to _____.

Attachment:
Application File

ATTACHMENT 10

Increase Released Valuation Worksheet (CONUS Only)

OPTION 1. Higher Released Valuation or Lump Sum Coverage*

$$\frac{\$ \underline{\hspace{2cm}}}{\text{DECLARED VALUE}} \times .0064 = \$ \frac{\underline{\hspace{2cm}}}{\text{COST OF INSURANCE}}$$

$$\frac{\underline{\hspace{2cm}}}{\text{NET WT}} \# \times .0125 \times .64 = \$ \frac{\underline{\hspace{2cm}}}{\text{GOV'T SHARE}}$$

$$\frac{\$ \underline{\hspace{2cm}}}{\text{COST OF INSURANCE}} - \frac{\$ \underline{\hspace{2cm}}}{\text{GOV'T SHARE}} = \$ \frac{\underline{\hspace{2cm}}}{\text{YOUR COST}}$$

~~~~~

## OPTION 2. FULL REPLACEMENT VALUE (FRV)

$$\frac{\underline{\hspace{2cm}}}{\text{NET WT}} \# \times \$3.50 = \$ \frac{\underline{\hspace{2cm}}}{\text{FRV}} \text{ OR } \$21,000 \text{ WHICH EVER IS GREATER}$$

$$\frac{\$ \underline{\hspace{2cm}}}{\text{FRV}} \times .0085 = \$ \frac{\underline{\hspace{2cm}}}{\text{COST OF INSURANCE}}$$

$$\frac{\underline{\hspace{2cm}}}{\text{NET WT}} \# \times .0125 \times .64 = \$ \frac{\underline{\hspace{2cm}}}{\text{GOV'T SHARE}}$$

$$\frac{\$ \underline{\hspace{2cm}}}{\text{COST OF INSURANCE}} - \frac{\$ \underline{\hspace{2cm}}}{\text{GOV'T SHARE}} = \$ \frac{\underline{\hspace{2cm}}}{\text{YOUR COST}}$$

*\*NOTE: Increased valuation is computed at each \$100.00 valuation or fraction thereof (i.e., 5,800 X \$1.25 = \$7,250 would be computed as 7,300 X \$0.64)*

**ATTACHMENT 11**

**STORAGE IN LIEU OF SHIPMENT WORKSHEET**

**Member's Name:** \_\_\_\_\_

**Member's SSN:** \_\_\_\_\_

**Weight of HHG:** \_\_\_\_\_ **lbs.**      **Period of Storage:** \_\_\_\_\_ **months**

**Shipment Cost to Authorized Destination**

*Note: If break point rate is used in line haul charges, put in minimum weight for the line haul rate*

Maximum Weight: \_\_\_\_\_ lbs.  
 Line Haul Charges: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_  
 Max Pac Charges: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_  
 Additional Charges: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_  
 Additional Charges: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_  
 Additional Charges: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_

Total Shipment Cost: \$ \_\_\_\_\_

=====

**Non-Temporary Storage Cost**

Packing Charge: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_  
 Drayage In: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_  
 Handling In: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_  
 Handling Out: \$ \_\_\_\_\_ X Est. Wt. = \$ \_\_\_\_\_  
 Storage: \$ \_\_\_\_\_ X Est. Wt. X No. of Months = \$ \_\_\_\_\_  
 Total NTS Cost: \$ \_\_\_\_\_

**(Total cost for period of storage requested)**

=====

**Number of Months HHG Storage at Government Expense Authorized**

$$\frac{\text{NTS Cost}}{\text{Mo. Stored}} = \frac{\text{Shipment Cost}}{\text{Stg Cost per Mo.}} = \# \text{ Mo. Stg Auth}$$

**NOTE: After the above timeframe HHG Storage cost is the responsibility of the Member. Above timeframe is only an estimate until shipment is actually booked and weight is known.**

**ACTUAL STORAGE TIME FRAME CANNOT BE CALCULATED UNTIL NTS LOT IS PROCESSED**

**ATTACHMENT 12**

**MOBILE HOME COST COMPARISON WORKSHEET**

**1. Estimated "Allowable" Cost (MOTO) \$ \_\_\_\_\_ (JFTR, par. U5505-E) See Note 1.**

**2. Estimated "Not Allowable" Cost \$ \_\_\_\_\_ (JFTR, par. U5505-F) See Note 2.**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**3. Government's Maximum Cost Limitation for Movement of member's Mobile Home:**

**Member's JFTR Weight Allowance (Combined if Joint Spouse) \_\_\_\_\_ lbs.**

**105% of Line Haul \$ \_\_\_\_\_ cwt. X JFTR Weight allowance = \$ \_\_\_\_\_**

**105% of Max. Pack \$ \_\_\_\_\_ cwt. X JFTR Weight allowance = \$ \_\_\_\_\_**

**TOTAL: \$ \_\_\_\_\_**

**Member's Maximum Allowable Cost \$ \_\_\_\_\_**

**Minus cost of other Shipments (If Applicable) - \$ \_\_\_\_\_**

**Estimated Government's Max. Cost Limitation \$ \_\_\_\_\_**

**4. This estimate is for the purpose of identifying possible excess cost at the time of application and does not cover any unforeseen charges, which may be incurred at origin, en route, or destination.**

## ATTACHMENT 13

| HOME OF SELECTION TRAVEL AND TRANSPORTATION ENTITLEMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| EFFECTIVE DATE OF RETIREMENT/TDRL/<br>INVOLUNTARY SEPARATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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EXPIRE ONE YEAR AFTER<br>RETIREMENT/TDRL/INVOLUNTARY SEPARATION |
| <p>I HAVE BEEN ADVISED AND UNDERSTAND THAT:</p> <p><b>1. TRAVEL:</b> Travel for myself and my dependents to a home of selection must be completed within one year of the effective date of retirement/TDRL/separation/discharge (unless further extended as provided in paragraph 4 below).</p> <p>a. Reimbursement for travel of dependents is not authorized until I complete travel to the home of selection and submit a travel voucher.</p> <p>b. Filing of a travel voucher and/or acceptance of government funded transportation to a chosen location, or acceptance of Travel &amp; Transportation allowances constitute a "Home of Selection" (HOS) and is irrevocable"</p> <p>c. If stationed overseas, I may travel to a CONUS (or Non-Foreign OCONUS) separation station designated on the AF Form 899 (PCS order). <b>This does not constitute a Home of Selection.</b></p> <p><b>2. SHIPMENT OF HOUSEHOLD GOODS (HHG):</b> My entitlement to ship Household Goods (HHG) at Government expense will terminate unless HHG are turned over to a Traffic Management Officer or to a carrier for shipment within one year of the effective date of my retirement/TDRL/involuntary separation (unless extended as provided in paragraph 4 below).</p> <p>a. The Joint Federal Travel Regulations (JFTR) authorizes me shipment of _____ lbs of HHG to my HOS.</p> <p>b. Multiple shipments or shipments to location(s) other than HOS, may incur excess cost payable by me.</p> <p>c. If ordered to a CONUS (or Non-Foreign OCONUS) separation station on an AF Form 899, I may ship HHG from overseas to the processing station. This does not constitute a Home of Selection move. However, if I take possession of these HHG and then later elect to ship this property to a Home of Selection, I understand that I will be responsible for excess cost incurred for repackaging and rehandling.</p> <p>d. I understand that once I ship my HHG to my HOS, I will no longer be authorized to place my HHG into NONTEMPORARY STORAGE. I will only be authorized storage in transit (SIT) for up to 90 days.</p> <p>e. Members residing in government controlled quarters who are in receipt of retirement orders and are required by competent authority to vacate these quarters are entitled to a local move of HHG using the retirement order. <b>This does not constitute a Home of Selection as long as a travel voucher is NOT filed.</b></p> <p><b>3. NONTEMPORARY STORAGE (NTS) OF HHG:</b> If I choose <b>NOT</b> to ship my HHG to a HOS at this time, I may place my HHG into NONTEMPORARY STORAGE at Government expense. The entitlement to NONTEMPORARY STORAGE at Government expense terminates one year after the effective date of retirement/TDRL/involuntary separation (unless extended as provided in paragraph 4). HHG already in NTS may continue in NTS at government expense until expiration of this entitlement. However, if they are in NTS as "excess to government housing" this storage lot must be converted to your retirement order.</p> <p><b>4. EXTENSIONS:</b> The time limits noted above may be extended (for myself only) if approved by the Secretarial Process for a bona fide educational requirement, medical problems, or other deserving circumstances. <b>Procedures for extensions applications are:</b></p> <p><b>MEDICAL / EDUCATION:</b> Prior to expiration of my HOS entitlement, I must submit a letter to JPPSO-SAT/ECAF, 613 N.W. Loop 410, Suite 400, San Antonio TX 78216-5518. The letter must fully demonstrate why I could not perform my HOS move within one year of retirement/TDRL/involuntary separation. Included with the letter must be:</p> <p>a. A copy of my retirement, TDRL, separation or discharge order, AND</p> <p>b. (MEDICAL) A certificate from the attending physician(s) or hospital administrator attesting to the dates of treatment or hospitalization provided me during the one year period following retirement, OR</p> <p>c. (EDUCATIONAL) A statement from the registrar, or other authority of the educational institution addressed to JPPSO-SAT/ECAF, (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.</p> <p><b>OTHER DESERVING CIRCUMSTANCES (ODC):</b> Prior to expiration of my HOS entitlement, I must submit a letter outlining all facts that might justify an extension for circumstances other than my personal medical or educational requirement. Submit this request to AFPC/DPPTT, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713 with supporting documentation, such as but not limited to:</p> <p>a. Death in the immediate family - furnish a copy of the death certificate.</p> <p>b. Delay in construction of retirement home - statement from the contractor about the delay and estimated completion date.</p> <p>c. Severe illness of dependent - statement from physician describing illness, course of treatment, and date that the individual may be expected to recover sufficient to travel.</p> <p><b>5. GENERAL INFORMATION ON EXTENSIONS:</b></p> <p>a. Requests for extension should be submitted between 120 and 90 days prior to expiration of the entitlement.</p> <p>b. Extensions are not automatically approved</p> <p>c. They are approved for one year at a time.</p> <p>d. No more than 4 extensions will be approved, in most cases less (I.E. 3 for completion of a 4 year degree).</p> <p>e. If your request is disapproved, the time required for submission/review of your request does not extend your time limit.</p> <p>f. Extensions approved for medical reasons include NONTEMPORARY storage at Government expense.</p> <p>g. Extensions approved for education or ODC, storage costs are payable by me. However, Government contract rates may be used. Additionally, the Government will not be liable for any loss or damage incurred to the household goods while in storage after the basic one year period.</p> |                       |      |                                                                              |
| DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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                                                                |
| DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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                                                                |

**ATTACHMENT 14**  
**PERSONALLY PROCURED MOVEMENT OF HOUSEHOLD GOODS**

**A14.1. INTRODUCTION.** The personally procured method of HHG transportation is available to military members and the next of kin of a deceased member. The personally procured method allows members to personally procure HHG transportation and/or NTS when they have an entitlement to ship or store HHG in connection with a PCS move, special storage, local move, etc. A member can use any privately owned vehicle, direct hire or rental of a conveyance (with or without operator) to move HHG. Reimbursement of actual costs or monetary allowance is limited to what it would cost the Government to move the actual weight shipped/stored not to exceed the member's maximum authorized weight allowance. Under no circumstances is the use of a Government owned and/or leased vehicle authorized for use. This method allows members to personally procure transportation and/or NTS of HHG for either:

A14.1.1. Reimbursement of actual cost incurred when Government transportation is not available and directed by TMO to personally procure transportation for weight moved up to the member's maximum authorized weight allowance,

A14.1.2. Reimbursement of actual cost incurred not to exceed the Government Constructed Cost (GCC) for weight moved up to the members maximum authorized weight allowance, or

A14.1.3. A monetary allowance equal to 95% of the GCC.

**NOTE:** Under option A14.1.2, reimbursement must not exceed 100% of the GCC Under option A14.1.3., reimbursement can not exceed 95% of the GCC. If the member's actual cost exceeds 95% of the GCC then the member can choose option A14.1.2., and then it's not to exceed 100% of the GCC.

**A14.2. PERSONALLY PROCURED PROCEDURES.** The TMO provides members information on the methods and procedures for performing a personally procured move. Advise members that they may choose one or a combination of the methods below, either alone or in conjunction with a Government arranged move. The TMO also prepares a Letter of Reimbursement, Letter of Non-Availability, TOPS generated DD Form 2278, whichever is applicable. (Figures A14.1, A14.2, A14.2)

A14.2.1. (U5320-D1) Government Procured HHG Transportation and/or NTS Not Available.

A14.2.1.1. Reimbursement. A member, who is directed in writing by the TMO to personally procure transportation and/or NTS of HHG because the TMO is unable to procure Government contractual services (GBL, DPM, etc), is authorized reimbursement of actual costs for shipment/storage of up to the member's maximum authorized HHG weight allowance. The TMO must advise, and get approval from, the appropriate service MAJCOM prior to issuing the authorization for actual cost reimbursement. **NOTE:** This method can be extremely costly and should only be applied in circumstances where no transportation services are available.

A14.2.1.2. Personally Procured Authorization. The TMO provides authorization in the form of a Letter of Non-Availability to the member when directing a member to personally procure transportation and/or NTS of HHG for Actual Cost Reimbursement under JFTR, par. U5320-D1. Figure A14.2.

A14.2.1.3. Advance Authorization. When a TMO directs a member to personally procure transportation and/or NTS, the member may be provided an advance monetary allowance equal to the commercial carrier's written estimated expenses (JFTR, par. U5385, item a), to ship the member's HHG not to exceed the full JFTR weight allowance. The member must provide a copy of the carrier's estimated expenses, the Letter of Non-Availability and a copy of the order to the appropriate finance office for the advance.

A14.2.1.4. (U5340-E) 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.

A14.2.1.5. Storage in Transit (SIT). If the member personally procures transportation services with a commercial company and requires/requests SIT, the member must make arrangements directly with the carrier for storage. Without prior authorization, SIT may not exceed 90 days. The member may later request reimbursement, for not to exceed 90 days of SIT. If the member moves HHG and requires/requests Government SIT, the TMO must make the necessary arrangements. In ether instance, the request for additional storage beyond 90 days is handled IAW established SIT criteria outlined in the paragraph 5.1.2, and DTR, Part IV, Chapter 406.

A14.2.2. (U5320-D2) Government Procured HHG Transportation and/or NTS Available.

A14.2.2.1. (U5320-D2a) Reimbursement of the Actual Cost not to exceed the GCC Transportation and/or NTS. A member who desires to personally procure transportation or NTS of HHG is authorized reimbursement of actual costs, not to exceed the GCC for actual weight moved up to the member's maximum authorized weight allowance. The GCC includes all authorized charges that would have been used to procure government contractual services outlined in the applicable MTMC solicitation, DPM contract or BOA at point of origin.)

A14.2.2.1.1. Personally Procured Authorization. When a member requests to personally procure transportation and/or NTS of HHG, the TMO issues a TOPS generated DD Form 2278.

A14.2.2.1.2. Advance Authorized. When a member desires to personally procure transportation and/or NTS, the member may be provided an advance monetary allowance equal to the commercial carrier's estimated expenses, not to exceed 100% of the GCC (JFTR, par. U5385 item b). The member must provide a copy of the written estimate to the TMO. If the member does not want an advance monetary allowance, the TMO enters "N/A" in applicable block under 8.a. on TOPS generated DD Form 2278.

A14.2.2.2. (U5320-D2b) Payment of Monetary Allowance. A member who desires to personally procure transportation and/or NTS of HHG may choose to receive a monetary allowance equal to 95% of the GCC for actual weight moved up to the member's maximum

authorized weight allowance. GCC includes all authorized charges that would have been used as outlined in the applicable solicitation and ten dollars (\$10) per hundredweight for packing. For local moves the TMO uses the applicable local move contract rate.

A14.2.2.2.1. **Personally Procured Authorization.** When a member requests to personally procure transportation and/or NTS of HHG, the TMO issues a TOPS generated DD Form 2278.

A14.2.2.2.2. **Advance Authorized.** Under this option if a member desires to personally procure transportation and/or NTS of HHG for a monetary allowance, the member may be provided an advance monetary allowance equal to 60% of the 95% GCC based on an estimated weight provided by the member not to exceed the member's JFTR weight allowance. (JFTR, par. U5385 item c). If the member does not want an advance monetary allowance, the TMO enters "N" in applicable block under 8.g on TOPS generated DD Form 2278.

A14.2.2.2.3. **Direct Hire or Rental of a Conveyance.** When computing GCC for paragraph A14.2.1, and A14.2.2, the cost of the direct hire or rental of a conveyance (with or without operator and/or hire of an operator of a conveyance) is included as part of the actual cost.

A14.2.2.2.4. **Storage-In-Transit.** The member may make arrangements with the carrier for temporary storage, not to exceed 90 days. The member should be advised by the TMO during counseling that he/she is responsible for coordinating storage and payment directly with the carrier. The member may later request reimbursement, not to exceed 90 days. If additional storage is required, the member may request approval of an additional 90 days storage reimbursement from the TMO. If approved, the TMO must document the approval using DD Form 1857 in 90-day increments IAW established SIT criteria outlined in the paragraph 5.1.2, JFTR, and DTR, Part IV, Chapter 406. The TMO 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). Any storage facility must be a licensed business.

A14.2.3. **Shipments Weighing Less Than 500 lbs.** If a shipment moved under paragraphs A14.2.1 or A14.2.2 above weighs less than 500 lbs., compute GCC using the "500 lb. to 999 lb." baseline rate, constructed costs are calculated on actual/estimated weight. For example on a 250-lb. shipment going 600 miles the section 3 baseline rate is \$58.85 per hundredweight. Calculate as follows: \$58.85 (baseline rate) plus \$10.00 (packing) times 250 lbs. equals \$172.13.

A14.2.4. **Use of Mail or Small Package Service.** The method of movement has no bearing on the member's entitlement to receive a monetary allowance. If a member chooses to mail or use a small package service the receipt/invoice must include mailing facility address, date, weight and cost. The member must follow the procedures in A14.14. *Cost of insurance is not reimbursable.*

**A14.3. (U5380) NON-TEMPORARY STORAGE.** Storage facilities authorized for use in the long-term storage of HHG consist of commercial warehouses or self-storage facilities where the

general public may store property (For example, storage in a private residence or garage or on a private lot does not constitute storage at a commercial facility).

A14.3.1. The TMO must use the lowest applicable rates contained in the current Basic Ordering Agreement (BOA) modification, (i.e., Packing, Handle In, Drayage-In, Handle Out, and Storage).

A14.3.2. Member can obtain advance monetary allowance or reimbursement for the initial storage. Monthly storage charges may be reimbursed quarterly or at the end of the authorized storage period.

A14.3.2.1. The member must submit paid storage receipts to the nearest TMO along with a copy of a letter showing the monthly storage rate.

A14.3.2.2. The TMO computes the storage charges using the GCC monthly rate times the number of months paid by the member.

A14.3.2.3. TMO completes by identifying the government's maximum reimbursement.

**A14.4. COUNSELING.** It is imperative that members, in receipt of orders, obtain counseling/authorization for their moves from origin/local TMOs. If the member is unable to travel to the origin/local TMO due to excessive distance or time constraints, a faxed authorization may be provided by the TMO upon request. The TMO must maintain a copy/record of all faxed authorizations provided.

A14.4.1. TMO bases the reimbursement and/or monetary allowance computations on estimated weight provide by the member or actual, constructed, or authorized JFTR weight allowances transported, whichever is less.

A14.4.2. Advise members where to find Government and commercial scales.

A14.4.3. Inform member that acceptable tare and gross weight tickets as described in paragraph A14.7 must be submitted for final processing of reimbursement and/or monetary allowance payment.

A14.4.4. The TMO should always brief the member that he/she is subject to excess cost for all transportation costs arising from the services listed in JFTR, par. U5340-A.

A14.4.5. The TMO bases the monetary allowance on the remaining balance of the member's JFTR weight allowance when multiple shipments are involved.

A14.4.6. Active-duty, retired, or separated members may obtain advance monetary allowances to defray expenses (see paragraphs A14.2.1.3, A14.2.2.1.2, A14.2.2.2.2, and A14.3.2.).

**A14.5. MORE THAN ONE SHIPMENT UNDER THE SAME ORDER.** If a member makes more than one type of shipment (i.e., Government arranged and Personally Procured) the

TMO adds personally procured documentation to the member's domestic or international case file.

A14.5.1. The origin and destination TMO sends a copy of all personally procured move, line-haul, NTS or local-move documentation to JPPSO-SAT (ECAAF), 613 Northwest Loop 410 Suite 400, San Antonio, TX 78216-5518

A14.5.2. If the personally procured shipment is the last shipment, the TMO bases the GCC and the monetary allowance on the part of the member's weight allowance that remains or the actual net weight shipped, whichever is less.

**Example:** MSgt with dependents ships 11,800 pounds HHG (includes 280 pounds PBP&E) by ITGBL method and 520 pounds by parcel post from OCONUS and self procures movement of 2,500 pounds HHG from a designated CONUS location.

|                                                                 |               |
|-----------------------------------------------------------------|---------------|
| OCONUS GBL Move 11,800 less 280 PBP&E                           | 11,520        |
| Less 10 % packing allowance                                     | =             |
| <u>1,152</u>                                                    |               |
| Subtotal GBL Move                                               | 10,368        |
| Parcel post shipment (no packing allowance authorized)          | 520           |
| Total weight shipped from OCONUS                                | <u>10,888</u> |
| JFTR Weight Allowance                                           | 12,500        |
| Less total weight shipped from OCONUS                           | <u>10,888</u> |
| Authorized weight remaining for personally procured calculation | 1,612         |

A14.5.2.1. If the Government arranged shipment is the last, the TMO enters the personally procured move information (i.e., estimated/actual weight, shipment from/to, mileage, etc) in remarks block on DD Form 1299.

A14.5.2.2. On the SF 1203, US Government Bill of Lading – Privately Owned Personal Property, TMO enters “Paying Officer Review” in block 34, checks the “other” block, and enters “Personally Procured Move” in block 25.

A14.5.3. If a member separates from the service in a non-pay status, the TMO reviews all shipment(s) information to ensure calculation of GCC is correct prior to processing through the appropriate Financial Service Office (FSO) for payment.

**A14.6. VEHICLES AND EQUIPMENT.** There are no restrictions as to the type of POV or equipment used to perform personally procured transportation of HHG. Government owned vehicles are not authorized under this program.

A14.6.1. A member who uses a personally owned utility trailer for an authorized personally procured move may include the weight of the utility trailer in the total weight. The utility trailer weight applies one time only if trailer is used as the means of conveyance.

A14.6.1.1. Such a trailer includes any authorized trailer (other than a camper trailer travel trailer, or horse trailer) that a commercial carrier could legally accept and transport as HHG.

A14.6.1.2. The member or member's dependent must own the trailer prior to the effective date of the PCS or TDY order.

A14.6.2. Reimbursement and/or a monetary allowance is authorized for HHG moved in personally owned car-top carrier that would be accepted for shipment by a carrier. However, the weight of a rented or borrowed car-top carrier for GCC cost computations is not authorized.

A14.6.2.1. 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 in the tare weight of a personally procured HHG move.

A14.6.2.2. Tare weight is defined as the weight of the POV and/or rental equipment as the weight of the vehicle with all pads, furniture dollies, hand trucks, ramps, and other equipment required to transport HHG.

A14.6.2.3. Packing, crating materials, drivers or passengers cannot be in vehicles at the time of tare weighing. Drivers and passengers cannot be in the vehicle at the time of fully-loaded weighing.

**A14.7. SHIPMENT WEIGHT.** Weight tickets that do not contain all increments of data in accordance with A14.14, but appear valid and reflect the actual weight moved, must be processed for a monetary allowance when verified by the TMO.

A14.7.1. Tell members where to submit weight tickets and other required paperwork to get GCC and reimbursement and/or monetary allowance.

A14.7.2. TMOs may authorize/approve the use of constructed weights when circumstances listed in JFTR, par. U5320-D3b, apply. For example:

A14.7.2.1. Government move would be paid on the basis of a factor other than weight.

A14.7.2.2. Scales are not available. (i.e., from/to/between Government quarters)

A14.7.2.3. Public and Government scales are closed because of time of day or holiday.

A14.7.3. Prior to approving the use of constructed weights for shipments described above, TMOs must obtain a properly completed inventory of property (DD Form 1701, Inventory of Household Goods or comparable form.). (*TMOs may use and print from the JPPSO-SAT Web site the on-line weight estimator.*) This establishes constructed weight *BEFORE* the move is performed. The TMO certifies the inventory to ensure all items listed qualify as HHG and that calculations are correct.

A14.7.4. In other cases when a member cannot get weight tickets because of unusual circumstances the Installation Transportation Officer, Squadron Commander, Chief of Transportation or JPPSO Director/Deputy Director may authorize/approve the use of constructed weights. In those instances the following documentation is required to support determination:

A14.7.4.1. DD Form 1701 or JPPSO-SAT estimator signed by the member and certified by the TMO.

A14.7.4.2. Member certification that the listed property was transported during the move.

A14.7.4.3. A letter, from the member, explaining the reason weight tickets were not available.

A14.7.4.4. Copy of TOPS generated DD Form 2278.

A14.7.4.5. Copies of applicable travel orders, including any amendments.

A14.7.4.6. Legible copy of the vehicle rental contract if applicable.

A14.7.5. If a member includes PBP&E (JFTR, par. U5310-C) in the personally procured move, a detailed list must be provided to the TMO at the time of counseling. This list must be authorized/approved by TMO or designated representative using the cubic foot method. A DD Form 1701, JPPSO-SAT estimator or similar document may be used to calculate PBP&E weight. This establishes the PBP&E weight to be deducted from the member's JFTR weight allowance only and has nothing to do with computing the weight moved. Attach a copy of the approved list to the TOPS generated DD Form 2278 and retain copy in member's case file.

A14.7.5.1. PBP&E list must contain property as defined in JFTR, Appendix A.

A14.7.5.2. TMO must include estimated PBP&E weight on TOPS generated PPM letter.

A14.7.5.3. PBP&E is computed using 40 pounds per cubic foot.

A14.7.6. Compute the estimated GCC based on a member's estimated weight to include PBP&E. Advise members that FSO pursues' collection action to recover any payment received if all requirements have not been completed.

A14.7.7. Compute miles between authorized points based on the 'Shortest' point-to-point mileage in Defense Table of Distance (DTOD).

**A14.8. DOCUMENTATION.** The TMO where a member first makes contact concerning a personal procured move prepares TOPS generated DD Form 2278 and computes the GCC. This information provides the member with an estimated dollar amount for reimbursement and/or monetary allowance.

A14.8.1. Using applicable rates from the Domestic or International Rate Solicitation, local drayage contract or NTS contract, complete appropriate Letter of Non-Availability TOPS generated DD Form 2278 except for TMO certification of GCC segment at the bottom of the page.

A14.8.1.1. Prepare two sets of documents for a round-trip TDY.

A14.8.1.2. Advise members to provide separate weight tickets for each segment of their moves.

A14.8.2. Distribute copies of TOPS generated DD Form 2278 as follows:

A14.8.2.1. TMO retains one copy in an outbound shipment file.

A14.8.2.2. The member retains the remaining copies for submission to the TMO that supports the paying FSO.

A14.8.3. When a member sends acceptable weight tickets and TOPS generated DD Form 2278 to the TMO or applicable FSO that is identified by branch of service or gaining station, the TMO:

A14.8.3.1. Computes GCC using applicable rates.

A14.8.3.2. Use weight “break point weights” to establish the appropriate rate for all shipments other than local moves or NTS.

A14.8.3.3. For shipments moving between CONUS and Canada or Mexico, use the base-line percentage and tender number cited in the MTMC International Personal Property Rate Solicitation, Chapter 10, Special Solicitation.

A14.8.3.4. For local moves or NTS shipments, use the applicable local move and NTS contract rates.

A14.8.4. Multiply line-haul rate plus the \$10.00 per hundredweight (CWT) maximum-pack charge times the applicable weight (actual weight or member’s authorized weight allowance, whichever is less). For local moves, NTS shipments or shipments being released from NTS storage, TMO multiplies contract rate times shipment weight. The \$10.00 packing rate does not apply to NTS or Local move shipments. Contract rates include packing cost.

A14.8.5. The TMO or finance office that certifies actual GCC establishes a 45-day suspense from the date of the move, and awaits receipt of weight tickets and Letter of Non-Availability or TOPS generated DD Form 2278 from the member. If the separatee does not return the required documents within 45 days, the TMO must advise the appropriate FSO, in writing, to take collection action of any advance monetary allowance if appropriate.

A14.8.5.1. If the member later provides acceptable weight tickets, the TMO processes the paperwork for payment.

A14.8.6. If a member makes a local-vicinity or NTS move under the personally procured method, within or outside CONUS, the TMO uses the rate and minimum specified in the local contract times the actual weight or member's weight allowance, whichever is less. **EXCEPTION:** Moves made incident to JFTR, pars. U5355-C, U5355-D1, U5355-D2, U5380-G2a and U5380-G2b are authorized drayage without regard to the member's prescribed weight allowance.

A14.8.7. For shipments releasing from NTS, a legible copy of the storage contractor's inventory must be used by the member to check for overages, shortages, or damage. If damage exists or if an item is short, a DD Form 1840, Joint Statement of Loss or Damage at Delivery, is prepared. Both parties (member and warehouseman) must sign and date the DD Form 1840, each retaining a legible copy for their respective files. If there is no indication of loss or damage at the pick-up point (i.e., no DD Form 1840 initiated), the member assumes all responsibility for loss or damage.

**A14.9. INSURANCE COVERAGE.** The TMO advises members of their rights to file claims with the Government for loss or damage under the Military Personnel and Civilian Employees' Claims Act (Title 31 U.S.C. sections 3701 and 3721). Claims are generally only paid for those damages incurred due to circumstances beyond a member's control (vehicle accidents, leakage, fires, or thefts in which the member is free of negligence). Members may want to consider buying private insurance to cover HHG being transported if they believe the basic valuation coverage by the government (\$40,000.00) is not enough to cover the value of their property. This added protection may be especially important if the member is moving items for which the government may pay limited maximum amounts if lost or damaged. Cost of additional insurance is not reimbursable. Members should contact the local claims office for information on maximum amounts.

A14.9.1. The TMO advises members who plan to use a trailer for a personally procured move to check their automobile insurance policy to determine if they are properly covered in case of loss or damage. Some automobile insurance companies extend coverage when trailers are towed behind a POV; others may not. The member must procure additional insurance if required. The Government does not reimburse insurance cost.

A14.9.2. The TMO advises members that if they are involved in accidents, the other parties may file claims against the members or their insurance companies. In such cases, the law of the state where the accident occurs determines liability.

A14.9.2.1. Some courts have determined that members operating privately owned or rented vehicles on change-of-station moves are not acting within the scope of their employment. Thus, they may not be protected by the Federal Tort Claims Act, Title 28 U.S.C. §2679(b). As a result, members may be held personally liable if they have inadequate insurance coverage to satisfy all damage and third-party injury claims or lawsuits resulting from an accident.

A14.9.2.2. If a member is involved in an accident, he or she should notify the staff judge advocate at the nearest military base about the accident as soon as possible.

**A14.10. PERSONALLY PROCURED MOVES OCONUS.** A member may personally procure HHG shipment services to and from OCONUS. However, the TMO should advise the member that if choosing to personally procure transportation of HHG to an OCONUS area, that he/she is entirely responsible for all issues related to the Status Of Forces Agreement (SOFA), import/export processes, tariffs, customs, etc. ***TMO'S SHOULD DISCOURAGE THIS UNLESS THE MEMBER IS THOROUGHLY FAMILIAR WITH INTERNATIONAL REQUIREMENTS.***

A14.10.1. Members doing a personally procured move OCONUS should be briefed IAW applicable International Rate Solicitation section. Shipments moving Intra-theater are computed using the lowest MTMC linehaul rate on file as established by the local command's procedures. Shipment moving from CONUS to OCONUS are computed based on the lowest applicable International Single Factor Rate (which includes packing).

A14.10.1.1. A retiree's or separatee's personally procured move must be computed using the applicable Rate Solicitation based upon entitlements contained in JFTR pars. U5125, U5130, U5360 and U5365.

A14.10.2. For shipments to Mexico the TMO uses the applicable section of the International Rate Solicitation plus \$10.00 CWT for packing if applicable. The TMO should advise the member that a registered customs broker must process shipments for relocating dependents or if the member is a retiree or separatee not officially assigned to duty in Mexico.

A14.10.2.1. Advise members that they must provide the customs broker with a detailed list (in Spanish) of all property being transported into Mexico.

A14.10.2.2. Customs-broker offices are located in all border cities.

**A14.11. UNAUTHORIZED ITEMS.** See JFTR, Appendix A for definition of HHG. However:

A14.11.1. If members choose to move unauthorized/hazardous items with their personally procured shipment, they may do so only after establishing the net weight of the authorized items contained within the shipment.

A14.11.2. Members who include unauthorized/hazardous items in the weight of their personally procured moves may forfeit their monetary allowance or reimbursement and have their case files turned over to appropriate authorities for review.

**A14.12. COMBINED SHIPMENTS – MILITARY MARRIED TO MILITARY.** A husband and wife who are both military members may ship or store their combined JFTR authorized weight allowances. A copy of each member's order is required.

A14.12.1. Prepare two TOPS generated DD Form 2278s (one for each member).

A14.12.2. The TMO authorizes each member half the operating allowance based on combined total estimated weight and each member gets half the incentive payment based on combined total actual weight moved.

### **A14.13. LETTERS.**

A14.13.1 Letter Requesting reimbursement for personally procured shipment (Figure A14.1)

A14.13.2 Letter of Non-Availability (TMO not available - letter from TMO stating why government procured transportation is not available. (Figure A14.2)

A14.13.3. Personally Procured Move (PPM) Letter (TMO available) - TOPS generated DD Form 2278 is used for authorization, counseling and to compute the government constructed cost and authorized advance.

**A14.14. MEMBER RESPONSIBILITIES.** Members must obtain weight tickets for all personally procured moves, regardless of weight allowance.

A14.14.1. State approved scales should provide weight tickets that contain the following information:

A14.14.1.1. Complete name and location of the scale.

A14.14.1.2. Date of each weighing.

A14.14.1.3. Identification of weight entries as tare, gross, or net weights.

A14.14.1.4. Company or carrier identification of the vehicle or license number of POV required.

A14.14.1.5. Member's name.

**NOTE:** Weight tickets that only contain segments of the information prescribed above, yet appear to be valid and reflect the actual weight moved, must be processed for monetary allowance payment when verified by the TMO.

A14.14.2. Axle scale weights are permitted when local or state law does not otherwise restrict them.

A14.14.3. Members may obtain weight tickets at Government, commercial or public scales certified for use within the state. **NOTE:** Typically, roadside scales located at interstate highway weigh stations do not meet requirements for certified scales and or certified weigh masters.

A14.14.4. Members provide the original DD Form 1351-2 to the paying FSO identified in block 4g of the TOPS generated DD Form 2278.

A14.14.5. Complete Personally Procured Checklist and Certification of Expenses.

**A14.15. PERSONALLY PROCURED TRANSPORTATION AND/OR NTS OF HHG WITHOUT PRIOR APPROVAL.** Payment of a monetary allowance may be authorized when an event beyond a member's control prevents prior approval and issuance of Letter of Reimbursement, Letter of Non-availability or TOPS generated DD Form 2278 for a personally procured HHG transportation and/or NTS move. The member must have accomplished all other aspects of the personally procured move procedures i.e., obtained necessary weight tickets or qualified for constructed weight; and, possessed a valid authority (special order or funded housing assignment/termination authorization) prior to accomplishing the move (see A14.7.) A monetary payment may also be authorized in other cases when a member cannot obtain weight tickets because of unusual circumstances (i.e., weight tickets lost or stolen).

A14.15.1. Approval authority for the above circumstances is delegated to the Traffic Management Officer, or equivalent. The use of constructed weights to authorize payment of monetary allowance under these circumstances is authorized. When these operations are contracted, the functional Director (Government personnel) having oversight of the contracted operations must approve/disapprove use of constructed weights.

A14.15.2. Any questionable case may be forwarded to the applicable MAJCOM for review and appropriate action.

**A14.16. FINAL SETTLEMENT.** Operating expense receipts are not required for submission to finalize settlement of a personally procured move. However, it is the member's responsibility to retain moving expense records IAW with IRS regulations. Monies paid in addition to actual moving expenses may be taxable.

A14.16.1. Personally Arranged (TMO not available). The member must submit the following:

- Personally Procured Checklist
- DD Form 1351-2
- Copy of order
- Copy of Letter of Non-Availability from TMO
- Copy of receipts
- Weight Tickets or DD Form 1701 if constructive weight is approved. \*\*

A14.16.2. Personally Procured (TMO available). Member must submit the following:

- Personally Procured Checklist
- DD Form 1351-2
- Copy of order
- TOPS generated DD Form 2278 (Must be completed by the TMO indicating the actual constructed cost)
- Copy of receipts - Original receipts to be held by member for income tax purposes. Expenses listed on DD 1351-2 or Checklist.
- Weight Tickets or DD Form 1701 if constructed weight is approved. \*\*

\*\*For weight ticket requirements see A14.7.

A14.16.3. Submission of paperwork for final settlement payment. The certifying TMO forwards 1 copy of certified DD Form 2278 and the member's order to: JPPSO-SAT (ECAAF), 613 Northwest Loop 410, Suite 400, San Antonio, TX 78216-5518.

**FIGURE A14.1**  
**SAMPLE OF REQUEST FOR REIMBURSEMENT**

MEMORANDUM FOR FINANCIAL SERVICES OFFICE

FROM: LGTT

SUBJECT: Request for Reimbursement

1. (Name, Rank, SSAN), is authorized reimbursement for shipments made from \_\_\_\_\_ to \_\_\_\_\_ in connection with Special Order #\_\_\_\_\_, dated \_\_\_\_\_. Entitlement for reimbursement is provided in JFTR, par. U5320-D. For civilian employees see JTR, par. C8003-G3.
2. The member's maximum authorized HHG entitlement is \_\_\_\_\_ pounds and maximum unaccompanied baggage is \_\_\_\_\_. Records indicate the member made the following shipments under this special order:
  - a. GBL#\_\_\_\_\_, Net Weight: \_\_\_\_\_ pounds.
  - b. GBL#\_\_\_\_\_, Net Weight: \_\_\_\_\_ pounds.
3. The member's remaining entitlement is \_\_\_\_\_ pounds. Weight of self-procured shipment: \_\_\_\_\_ pounds, actual cost: \$\_\_\_\_\_.
4. Reimbursement is limited to the cost that would have been incurred had the Government arranged transportation. Total authorized reimbursement is \$\_\_\_\_\_.

TMO's Signature

Attachments:

1. Special Order
2. Receipts

cc:

JPPSO-SAT/ECAF

Member's instructions: Obtain receipts indicating itemized costs and weights. Additional services and expenses associated with personally procuring shipment such as duties, insurance, etc., is not authorized reimbursement. Provide the origin TMO applicable receipts and finalize payment documents with FSO before you depart your origin base. Failure to do so may considerably delay processing of reimbursement

**Figure A14.2**  
**Sample Letter of Non-Availability**  
**Personally Procured Transportation and/or NTS Not Available**

MEMORANDUM FOR FINANCIAL SERVICES OFFICE

FROM: LGTT

SUBJECT: Personally Procured Transportation and/or NTS Not Available

1. Members' Name, Rank, Social Security Number, and Branch of Service.
2. Authorized movement from \_\_\_\_\_ to \_\_\_\_\_.
3. Members maximum authorized weight allowance is \_\_\_\_\_. Previous shipment under this order YES/NO. (If yes, list all previous shipments to include origin area and estimated weight. Identify the member's remaining authorized weight.)
4. An advance payment of a monetary allowance equal to the carrier's written estimate is authorized per JFTR, par. U5385, item a. If you exceed your authorized JFTR weight allowance, you are liable for the excess costs associated with the shipment and/or storage of the excess weight.
5. Recommend you purchase carrier liability not less than \$1.25 multiplied by the net weight of your shipment or storage. Claims for loss and damage must be filed directly with the carrier.
6. Storage-In-Transit (SIT) is authorized for 90 days. If an additional 90 days is required, it must be authorized (in advance) or approved (after the fact) by the TMO for you to be reimbursed for it.

7. Estimated Constructed Cost:

|                                |       |
|--------------------------------|-------|
| Estimated Shipment/NTS Weight: | _____ |
| Estimated Shipment/NTS Cost:   | _____ |
| Estimated 90 days SIT Cost:    | _____ |

8. Actual Constructed Cost.

|                             |       |
|-----------------------------|-------|
| Actual Shipment/NTS Weight: | _____ |
| Actual Shipment/NTS Cost:   | _____ |
| Actual SIT Cost:            | _____ |

9. You are authorized reimbursement of all charges associated with move including SIT up to maximum JFTR weight allowance. (Difference in estimated and actual invoice cost.)

10. Final settlement requires:

- DD Form 1351-2
- Copy of Order
- Copy of this signed letter with the disbursing office's endorsement or advance voucher if applicable.
- Copy of the original paid invoice
- Copy of the certified weight tickets

11. Certification of Estimated Cost: \_\_\_\_\_  
TMO Signature Date

12. Certification of Actual cost: \_\_\_\_\_  
TMO Signature Date