

# AIR FORCE MOVE

## “Your Key to a Successful Move”



*16 April 2008*

**Disclaimer:** This booklet highlights key items when moving your personal property and is not all inclusive. It is mandatory that participating members contact TMO for a personal property counseling prior to making a move. This booklet was derived from the It's Your Move Booklet.

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## INTRODUCTION

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

This pamphlet has been prepared to help you understand your allowances and responsibilities concerning shipment of household goods (HHG), unaccompanied baggage (UB), boats and firearms. It will also help you understand your allowances and responsibilities in filing a claim for any loss and damage that may occur.

If you desire information concerning the shipment of a mobile home or privately owned vehicle (POV), ask your transportation office for a copy of the pamphlet *Moving Your Mobile Home and/or Shipping Your POV*. You can also find the mobile home pamphlet on line at <http://afmove.hq.af.mil/default.asp> click on Online Brochures and then select the appropriate brochure.

If you are participating in the Personally Procured Move (PPM) Program, see the PPM section in this pamphlet.

Your new unit may assign you a sponsor who should contact you some weeks in advance of your reporting date. A sponsor can often provide information helpful to you in arranging a smooth move. Contact your new unit if you have not heard from your sponsor within a reasonable period. It is extremely important that you keep in close contact with your transportation office at all times. It is imperative that your transportation office has your current phone numbers and email addresses at all times.

### *Valuable Tips*

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

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

Bear in mind that if you waive unpacking, the Transportation Service Provider (TSP) is not required to return later to unpack or remove the empty cartons and crates. An unpacking waiver releases the TSP from their responsibility to complete the job, including removing empty cartons, packing materials, and other debris. If at any time you decide to assist the TSP—that is, help load/unload the truck—you may be relieving the TSP of any liability.

**Allowances**

Joint Federal Travel Regulations (JFTR), par. U5310-B prescribes the maximum PCS weight allowances that is shipped and/or stored at Government expense based on the member's dependency status and rank. JFTR, par. U4710-B prescribes the TDY weight allowance based on the member's rank, which does not include pro-gear (professional gear) or required medical equipment.

<b>TABLE OF JOINT FEDERAL TRAVEL REGULATIONS WEIGHT ALLOWANCES (POUNDS)</b>			
<b>GRADE</b>	<b>PCS WITHOUT DEPENDENTS</b>	<b>PCS WITH DEPENDENTS</b>	<b>TDY/TAD WEIGHT ALLOWANCE</b>
<b>0-10</b>	18,000	18,000	2,000
<b>0-9</b>	18,000	18,000	1,500
<b>0-8</b>	18,000	18,000	1,000
<b>0-7</b>	18,000	18,000	1,000
<b>0-6</b>	18,000	18,000	800
<b>0-5/W-5</b>	16,000	17,500	800
<b>0-4/W-4</b>	14,000	17,000	800
<b>0-3/W-3</b>	13,000	14,500	600
<b>0-2/W-2</b>	12,500	13,500	600
<b>0-1/W-1</b>	10,000	12,000	600
<b>E-9</b>	13,000	15,000	600
<b>E-8</b>	12,000	14,000	500
<b>E-7</b>	11,000	13,000	400
<b>E-6</b>	8,000	11,000	400
<b>E-5</b>	7,000	9,000	400
<b>E-4</b>	7,000	8,000	400
<b>E-3 to E-1</b>	5,000	8,000	400
<b>Aviation Cadets</b>	7,000	8,000	400
<b>Service Academy Cadets and Midshipmen</b>			350

1/ Includes regular members, members of a Uniformed Service reserve component, and

officers holding a temporary commission in the Army/Air Force of the U.S.

2/ For this table, members "with Dependents" are member who have dependents eligible to travel at Government Expense incident to member's PCS. Actual dependent travel has no bearing. Incident to a member's *first PCS after*:

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

***JFTR, Paragraph, U5310-B is revised (This determination is effective on 24 JAN 2006.):***

***Effective for orders issued on/after 1 January 2006***

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are: ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.***

**Par. U4710-B Footnote 3 is revised:**

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

- a. 800 pounds

**Par. U5310-B, Footnote 4 is revised:**

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

- a. 17,000 pounds with dependents or,
  - b. 14,000 bounds without dependents,
- for PCS orders issued on or after receiving notice of selection to the position and for the remainder of the military career.

**YOU—not your releasing agent, transportation officer or TSP—is responsible for staying within your authorized weight allowance.** If the weight of items packed,

shipped, or stored exceeds your weight allowance, **you must pay all charges connected with the excess weight.**

For this reason, estimating the weight of your HHG is very important. Estimates should start early, even before you visit your transportation officer to set up the move. The counselor at your transportation office needs an estimated weight for each shipment you intend to make.

An easy and usually dependable method for making this estimate is to figure 1,000 pounds per room (not including storage rooms or bathrooms), then add the estimated weight of large appliances and items in the garage, storage rooms, basement, etc.

An optional method that is highly recommended is to use SDDC Weight Estimator methodology. The Weight Estimator product is located at <http://jppso-sat.randolph.af.mil/weight-estimator.asp> or go to the AFMOVE website at <http://afmove.hanscom.af.mil/default.asp> and select the “Weight Estimator” from the “Counseling” menu option. The “Weight Estimator” will help you to estimate the weight of your shipment(s) prior to the start of the move process. This estimate should be brought along to the counseling session to help establish your estimated shipping weight. If you shipped property to your present duty station which you are now departing, you can request the counselor provide you with your previous shipped weights for determining new estimated weights based on your current situation.

### ***Weight Estimates Not Official***

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

### ***Excess Weight Can Cost Big Money***

Exceeding your authorized weight allowance on a move can cost you a lot of money. Charges for excess weight can range from several hundred to several thousand dollars. The total weight of property shipped and stored cannot exceed your authorized allowance.

Notification of overweight charges can take many months after your move is completed. ***EXCESS COSTS SHOULD BE PAID BEFORE YOUR SHIPMENT IS MOVED IF YOU ARE SEPARATING FROM SERVICE AND WILL NOT REMAIN IN AN ACTIVE PAY STATUS.*** If you have any questions, contact your transportation office.

### ***Verify Accuracy of Excess Cost***

The way to avoid excess weight charges is to stay within your authorized weight allowance by estimating early and disposing of unnecessary possessions. When you receive a notification for exceeding your weight allowance, check it carefully. Often times you may not have received credit for professional books, papers, and equipment (PBP&E), or some other household goods component. **PBP&E/Pro-gear must be noted on the GBL or the DD-1299 prior to HHG/UB pick-up.** Comptroller General decisions do not support retroactive PBP&E/pro-gear weight allowances if the member

failed to claim the exempted weight prior to HHG/UB pick-up. If you have any questions concerning your excess weight, contact your transportation office.

### ***Request for Reweigh***

The transportation office at origin or destination can authorize a reweigh of your HHG shipment at your request without cost to you. This ensures a reweigh of your HHG is completed or scheduled prior to accepting your HHG delivery. Request to see the reweigh tickets for verification.

### ***Overseas Weight Limitations***

In some overseas areas, administrative weight restrictions may apply. If the area to which you are assigned provides Government furniture, for example, the Government does not usually pay to ship your full JFTR weight allowance. The counselor at your transportation office can provide information on weight-restricted areas.

If you are administratively restricted, the Government stores the remainder of your HHG up to your full JFTR allowance, or ships the remainder to a designated place within CONUS for the duration of your overseas tour. UB is included in your JFTR weight allowance, but is in addition to your administrative HHG weight allowance. Authorized PBP&E is not counted against the full JFTR weight allowance or an administrative weight allowance. However, you must **declare an amount on the DD 1299 or GBL prior to HHG/UB pick-up**. Motorcycles or dirt bikes shipped as either POV or HHG are not authorized in some countries. If shipped to a prohibited location, the HHG or POV shipment may be held by customs and not released to you because of the unauthorized motorcycle or dirt bike. End result – a frustrated shipment because customs refused to release the HHG due to an unauthorized shipped vehicle.

***NOTE:*** *You must claim PBP&E/Pro Gear at origin and documented in accordance with transportation policy and procedures.*

### ***Consumable Items***

Members assigned to a permanent duty station in a remote location listed in JFTR, Appendix F, Part I. are authorized to ship up to 1,250 pounds of suitable consumable goods per tour year (*i.e., 12-month tour – 1, 250 lbs; 18-month tour – 1,875 pounds*) of assignment. As with PBP&E, these items must be packed, marked, and weighed separately. The inventory should identify them as “authorized consumables.” Your counselor will advise you on this allowance.

### ***Professional Books, Papers, and Equipment (PBP&E)***

These are articles of HHG/UB in a member's possession needed for the performance of official duties at the next or a later destination. You must give the counselor an estimated PBP&E weight to enter on your application for shipment or storage. ***PBP&E/Pro-gear is claimed on the DD 1299 or GBL prior to HHG/UB pick-up.*** Law (case law in Comptroller General decisions) does not support retroactive PBP&E/pro-gear weight allowances if you failed to claim the exempted weight prior to HHG pick-up. This constitutes an official declaration of intent to ship PBP&E. There is a complete definition of PBP&E in JFTR, Appendix A. You also must separate professional items from the rest of your property so they may be **packed, marked, individually inventoried and weighed separately.** When **properly listed on the inventory and weighed,** they are not counted as part of your weight allowance. **Before signing the inventory prepared by the TSPs, be sure these items are listed as “PBP&E” or “Pro Gear”** and contain accurate description of articles and not listed simply listed as “books” or “miscellaneous items”. The proper designation of these items and the exclusion of the weight can be very important. PBP&E does NOT include office, household or shop fixtures, furniture (such as bookcases, desks, and file cabinets), or sports equipment.

When required to perform official duties, the following items are considered PBP&E:

- Reference books, papers, and material
- Instruments, tools and equipment needed by technicians, mechanics, and other professionals
- Specialized clothing such as diving suits, flying suits; band uniforms, and other apparel not being considered a normal or usual uniform.
- Communications equipment used in connection with the Military Affiliated Radio System
- Individually owned or specially issued field clothing, or equipment (does not include BDU or/ DCU), official awards, and other memorabilia given to a member by a uniformed service, professional society or organization, or a U.S. or foreign government.
- Personal Computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

**NOTE:** PBP&E exclusions are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desk, file cabinets and racks) of any kind even though used in connection with the PBP&E.

**NOTE:** *PBP&E is claimed at origin and document in accordance with transportation policy and procedures.*

You are encouraged to visit the following website for additional tips for avoiding excess cost when shipping personal property: <http://afmove.hanscom.af.mil/pages.asp?infoid=55>

## **BASIC FACTS**

### ***When to Make Arrangements***



You may ship personal property anytime after receipt of permanent change of station orders. Contact the transportation office early to increase the chances of having your HHG moved on the date you want. Pack dates are usually a day or two before the actual pick up date of your shipment. Pack dates can and do vary. However to ensure a smooth move, the TSP or their representative will coordinate the pack dates with you during the pre-move survey process. Delaying the call or visit can create hardships for everyone.

### ***Who to See***

The Army, Navy, Air Force, Marine Corps, and Coast Guard operate transportation offices. Your origin transportation office is your first point of contact when questions or problems about the movement of your personal property arise prior to shipment. For a complete listing of phone numbers and address of the nearest Transportation Office visit the AFMOVE website at [http://afmove.hanscom.af.mil/page\\_installations.asp](http://afmove.hanscom.af.mil/page_installations.asp).

### ***What You May Ship As Household Goods***

You may ship all personal property associated with the home and all personal effects belonging to you and your dependents on the effective date of your permanent or temporary change of station orders. Also included are spare parts for a POV (i.e., extra tires and wheels, tire chains, tools, battery chargers, accessories) and a pickup tailgate when removed to install a camper. HHG includes snowmobiles, motorcycles, mopeds, and golf carts and their associated trailers. (See JFTR, Appendix A, for complete definitions.)

### ***Alcoholic Beverage Shipment***

JFTR, par. U5330-I states that shipment of alcoholic beverage, as HHG must conform to **27 USC §122**. Reference is below.

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

For additional information concerning shipping alcoholic beverages please visit the following web links:

- USAFE Policy on the Shipment of Wine and Alcohol in Personal Property Shipments:** <http://afmove.hq.af.mil/pages.asp?infoid=113>
- State Wine Laws:** <http://www.wineinstitute.org>
- Personal Importation of Alcoholic Beverages:** <http://www.atf.gov/alcohol/info/persimp.htm>
- Alcohol Beverage Control Boards for the United States:** [http://www.ttb.gov/wine/control\\_board.shtml](http://www.ttb.gov/wine/control_board.shtml)

### **What You May Not Ship As Household Goods**

- The following items may ***not*** be shipped as HHG (includes, but is not limited to): an airplane, automobiles, camper trailers, farm equipment, trucks, vans, and similar motor vehicles. You may have a separate authorization for your POV when moving to, from or between overseas duty stations. Contact your transportation office for shipment or storage of POV information within CONUS or to/from/between OCONUS locations. Refer to JFTR, par. U5417 for shipping your POV program within CONUS.

**Shipping a POV:** <http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf>

**Storing a POV:** <http://www.sddc.army.mil/CONTENT/8810/DBCN8810.pdf>

- Live animals not required in the performance of official duties, including birds, fish, and reptiles
- Articles of HHG acquired after the effective date of permanent change of station orders
- Cordwood and building materials
- Property for resale, disposal, business or commercial use rather than for use by the member and dependents, e.g. electronic equipment owned for use in a part-time disk jockey business.
- Private owned live ammunition, powder, primers, or igniting devices.  
If you are not sure of an item, check with the Transportation office for more details.

For a detailed list of hazardous materials, which should not be shipped within your household goods, please visit the following URL:

<http://public.transcom.mil/j5/pt/dtrpart4/dtr-part-4-app-i.pdf>

***Note:*** Government Claims Offices do not normally pay for damage to or loss of prohibited items, such as property kept for resale, disposal, business or commercial use,

*or for damages caused by shipping prohibited items, such as a fire caused by shipping an igniting device.*

Local laws or TSP regulations may prohibit commercial shipment of certain articles not listed above. Laws and regulations prohibit articles liable to impregnate or otherwise damage equipment or other property—for example, hazardous materials including explosives, flammable and corrosive materials, and poisons. Contact your transportation office if you have a question about any item refused for shipment by the TSP.

### ***Unaccompanied Baggage (UB)***

UB consists of items you or your dependents will need immediately on arrival at an OCONUS destination, pending receipt of your HHG. UB is packed separately and usually shipped separately from your HHG. Some authorized UB items are: seasonal clothing, essential linens, cooking utensils and dishes, collapsible items such as baby cribs/playpens and infant-care articles, a small radio, portable television, and items required for health and comfort. Also, you should include PBP&E needed immediately to perform your official duties, which do not count against your weight allowances. After reviewing your orders, the counselor at the transportation office can determine your UB allowance.

***NOTE: UB shipment excludes most furniture items except for baby furniture, such as a crib, changing table, etc.***

***NOTE: PBP&E is claimed at origin and documented in accordance with transportation policy and procedures.***

### ***Boats***

#### ***WARNING!***

***BOAT SHIPMENT AND STORAGE EXPENSES PAID BY THE GOVERNMENT MAY PLACE YOU IN AN EXCESS COST SITUATION. ADDITIONALLY, YOU ARE RESPONSIBLE FOR THE OUT-OF-POCKET EXPENSES NOT PAID BY THE GOVERNMENT***

#### ***Shipping Your Boat***

Boats may be shipped within CONUS or overseas (subject to host country restrictions). The definition of boats includes, but is not limited to, canoes, skiffs, sailboats, light rowboats, kayaks and dinghies, or sculls. You must ensure the boat and motor are securely fastened/strapped to the trailer.

#### ***Shipping Your Boat Trailer***

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

- The trailer must have working lights, wiring, and brakes (if so equipped).
- The trailer must be equipped with good tires and hubs that have been checked for adequate lubrication and good bearings.
- The trailer frame must not be bent, twisted, or broken.

***Member's Responsibility:***

- The member must ensure the boat is prepared for shipment to avoid additional charges.
- Pay all accessorial service charges, including special packing, crating and handling costs. This includes the difference between special boat rates and the Government cost to transport a like weight of HHG. Be aware these costs are expensive.
- Remove pilferable items, clothing, televisions, skis and similar items. Lower or remove all antennas, masts, fishing/trolling poles and outriggers
- Ensure the boat is ready for the TSP on the agreed upon pickup date. The TSP can charge you for attempted pickup cost.

***Methods of Shipping Your Boat***

**Methods of shipping your boat domestically**

- Any boat **less than 14 feet long without a trailer**, and dinghies and sculls of any size may be shipped as a HHG shipment.
- Boats **14 feet or longer, or less than 14 feet with a trailer** may be moved as a separate HHG shipment; such moves are normally arranged by the transportation office.
- Personally Procured Move (PPM) includes hiring a commercial mover or sailing the boat yourself.

**Methods of shipping your boat internationally**

- Any boat and/or trailer that fits into a standard overseas container and is accepted by the TSP may be shipped with your HHG.
- Other boats also may be moved as HHG but are usually sent separate from your HHG and are arranged by the transportation office.

**Movement of a Boat as a Principal Residence**

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

- Within the CONUS and to or from Alaska you may sail it yourself and receive the actual transportation cost subject to the limitations in JFTR paragraphs U5510-B2, U5510-B3, U5510-C5, U5510-C6 and U5510-C7 or the automobile mileage rate in JFTR

paragraph U2600 per overland mileage for the official distance between the authorized points.

**Note: Your travel and transportation allowances may be limited**

Let the Government arrange to move your boat. In this case the Government will pay up to what it would cost to ship your maximum HHG weight allowance the maximum distance authorized by your orders.

If you live on your boat and move it as a principal residence, you are not authorized a separate shipment of HHG. Movement of a boat as a principal residence is governed by the same rules and regulations as shipping a mobile home. The rule restricting shipment to any place outside the CONUS except Alaska is the same as that for a mobile home. Ask the counselor at the transportation office for the *Moving Your Mobile Home* pamphlet. If after reading the pamphlet you decide to let the Government arrange movement of your boat, the counselor will provide specific information.

You are encouraged to visit the following website for additional tips for avoiding excess cost when shipping boats: <http://afmove.hanscom.af.mil/pages.asp?infoid=56>

***Firearms***

When shipping firearms within or to the CONUS, you must comply with local and/or state laws, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATFE) regulations. For shipments to overseas countries, you must abide by the laws of the host country. When returning firearms from overseas to the United States, you must identify your firearms on your individual customs declarations and obtain ATFE Form 6A. This form may be required to bring newly acquired firearms into the United States. Some basic rules include:

- Make the firearm inoperable by removing the bolt, firing pin, trigger assembly and other arming parts.
- Remove all ammunition from the firearm.
- Ensure the firearm information is written on the inventory: make, model, serial number, unique characteristics, and caliber or gauge.

To be safe do not carry firearms on your person, except as authorized by local laws and regulations. When carrying a weapon, be sure to check the laws of all states or countries you will travel through on the way to your new duty station.

***Compliance with the law is your responsibility***

The counselor at your transportation office will advise you only on limitations and requirements contained in military regulations and directives.

***Remember: Local and state laws vary regarding possession and registration of firearms is your responsibility not the Governments.***

For additional information concerning shipping firearms please visit the following web links:

- Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF):**  
<http://www.atf.gov/firearms/index.htm>
- ATF State Laws and Published Ordinances:**  
<http://www.atf.gov/firearms/statelaws/22edition.htm>
- Customs & Border Protection CBP.gov:**  
<http://www.customs.ustras.gov/xp/cgov/toolbox/about/mission/cbp.xml>
- Requirements for Visitors Brining Firearms into Canada:**  
[http://www.cfc-ccaf.gc.ca/default\\_e.asp](http://www.cfc-ccaf.gc.ca/default_e.asp)

### *Storage*

The Government authorizes temporary (short-term) and non-temporary (long-term) storage depending on the type of orders issued (PCS, retirement, separation and TDY). Discuss your situation with the counselor to determine which type of storage applies to you.

### ***ARRANGING THE MOVE***

Plan to be flexible when selecting a pickup date. Never schedule your pickup on the closing date of your residence, on the day you must vacate an apartment, terminate a lease, or the day a cleaning crew is to start cleaning your quarters. Scheduling the pickup on these days leaves no room to adjust to unforeseen problems. Additionally, it's a good idea to leave your phone and other utilities connected until all property has been picked up. Also, limited agent capability during peak season means that not everyone can move on the last day of the month. The moving industry has suggested that, when possible, a two-day pickup date should be scheduled which provides some flexibility in the event something goes wrong. Personal Property Counselors will also be asking you for primary and alternate packing/pickup dates.

Although we can control the commercial mover, we cannot control the weather – please prepare yourself for that unexpected happening by giving yourself some flexibility.

Your transportation office will make all arrangements necessary to schedule packing and pickup of your HHG. Be prepared when you go to your transportation office and have the following:

- Six copies of your orders (and amendments/endorsements) for each type of shipment planned (HHG, NTS, UB, etc.)

- ❑ An idea of when you want to move. Be as flexible as possible when selecting HHG pack and pickup dates. Your preferred dates may not be available during some periods such as summer or days near the official holidays. Avoid scheduling HHG pickup dates during lease termination, or house sale closing on the same date. Leave some time in your schedule for the unforeseen.

**You must be available between the hours of 8:00 am to 5:00 pm on pack and pick up and delivery dates.**

- ❑ The date you plan to arrive at your new duty station. The counselor uses this date to determine the required delivery date (RDD) of your shipment(s).

***For example, if you know you are unavailable to accept a shipment for three months, do not schedule a HHG delivery in one month.***

- ❑ An idea of the types of shipments you expect to make and the estimated weight of each. If you are not sure of your inbound HHG shipments weight, please ask the counselor for the information and add or subtract HHG weight shipment as appropriate. **Excess HHG weight in your HHG shipment that exceeds your authorized weight allowance equates to a bill you will owe.** This can be quite expensive and you may not receive notification immediately. If you haven't used an item, or you plan to get rid of it "soon" we encourage you to "pitch it before we ship it".
- ❑ A list of large or unusual items (plasma TV, piano, pool table, china cabinet, wall unit, satellite dish, hot tub, boat, motorcycle, recreational vehicle, etc.). If you are unable to visit the transportation office, you may appoint your spouse or an agent to act on your behalf. A letter of authorization signed by you or a power of attorney is required. Be sure the person you choose knows what you want and has all the information to make the right arrangements. Remember, this person is acting for you, and you are responsible for that person's decisions.

### ***Documents***

The counselor will prepare an "Application for Shipment and/or Storage of Personal Property" (DD Form 1299) during your interview. Read the form carefully before you sign. Incorrect information can cost you money and delay your shipment. When you sign the form, you agree to pay any excess costs incurred with the movement and/or storage of your property. **Never sign a blank form.** Do not forget that an estimate of the weight of your PBP&E must be on the form. This constitutes an official declaration of intent to ship professional materials.

You will receive a copy of all forms you sign. ***Keep them close at hand. These are important documents. Hand-carry them. Do not lose them. Do not pack them in any of your shipments.***

### ***E-mail/Phone Contact***

Provide some type of email or phone contact for both origin and destination locations as well as an in transit point of contact. This is important when necessary to contact you or your agent regarding disposition instructions or other notifications when necessary.

Another option is GI Mail. GI Mail is a free web-based email account for: Active Duty, Reserve, National Guard, Retired, Civil Service employees and their authorized family members for all uniform services. Unlike most base e-mail accounts, GI Mail does not terminate during PCS and it will follow you to your next assignment. Best of all, it is FREE. In an attempt to maximize our technology efforts, we encourage those members who do not presently have a permanent/persistent e-mail address to take a minute and create a GI Mail account *during their counseling*. Doing so will heighten our service capabilities to assist you our customer.

You can access GI Mail through the URL below:

<http://afmove.hanscom.af.mil/pages.asp?infoid=120>

It is also imperative that the Transportation Office (TO), has good telephone contact information on file for your move. Doing so will facilitate accurate timely flow of movement information between all parties (i.e. TO, Member and Transportation Service Provider/Agent).

### ***Claims for Loss and Damage (Full Replacement Value)***

Unfortunately, you may suffer loss or damage to your personal property during movement. If your property is lost or damaged in shipment, you have the right to file a claim directly with the TSP. You may also purchase additional insurance for your move through the TSP or from a private insurance company. To decide whether you should obtain additional insurance, you need to know some basic information about how claims are handled for HHG moves.

All DoD customers are eligible for Full Replacement Value (FRV) protection on DoD funded personal property shipments at no additional cost. Under FRV, the Transportation Service Provider (TSP) is liable for the greater of \$5,000 per shipment or \$4.00 times the net weight of the shipment (in pounds), up to \$50,000.

For additional information on FRV, access the link below:

[http://www.sddc.army.mil/Public/Personal%20Property/Full%20Replacement%20Value%20\(FRV\)](http://www.sddc.army.mil/Public/Personal%20Property/Full%20Replacement%20Value%20(FRV))



## **RESPONSIBILITIES**

### ***Your Responsibilities***

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

### ***Your Responsibilities at Origin***

- Keep your transportation office informed of any change in your orders or other changes, such as a current telephone number or e-mail address where you are available until you leave your old duty station.
- Rescheduling of arranged shipping dates is not recommended unless necessary. Changing moving dates, especially during summer months, can mean a lengthy delay in getting your move rescheduled. Contact the transportation office immediately if rescheduling the shipping dates is necessary, not the TSP. Notify the transportation office if you are not available during the scheduled HHG dates. Failure to do so will require you to pay a HHG charges for an attempted pick-up before another shipping date is arrange by the Transportation Office.
- Contact the origin transportation office if the TSP, or the TSP's representative has not contacted you a few days prior to your scheduled pickup date.
- You or your representative designated in writing must be home when the TSPs arrive to pack and remove your belongings.
- Thirty days in advance is not too early to begin preparation for your move.
- Ensure that the cleanliness of your residence or pickup location will not hinder the job performance of the crew that will pack your property.
- Remove your TV antenna/disconnect satellite dish.
- Empty, defrost, and thoroughly wash the inside of your refrigerator and/or freezer. To keep mildew at a minimum during transit and storage, these appliances need at least two days to dry out. Leave doors open after cleaning.
- Drain water from hot tubs and waterbeds.
- Remove window air conditioners.
- Disconnect and prepare all components such as stereos, turntables, compact disc players, videodisc players, computers, printers, televisions, and VCRs for the move.
- Disconnect all appliances, such as washer, dryer, and cooking stove. Charges associated with disconnecting these appliances are the member's responsibility, completed prior to the HHG pack and pick-up dates.
- Disconnect plasma television; to include un-mounting it from the wall.
- Dispose of foods that could spill or spoil in transit or storage.

- ❑ Dispose of worn out and unneeded items before the move to avoid wasteful packing, moving, or storage expenses and, most importantly, excess weight to you.
- ❑ Remove hanging objects scheduled for shipping from the walls, ceilings and cabinet. This includes curtain rods, kitchenware (kitchen utensil, food racks), mirrors, and pictures.
- ❑ Dismantle outdoor play equipment and outdoor structures (utility sheds, playhouses, swing or gym sets, etc.).
- ❑ Ensure personal property items are free of soil/pest infestation—that is, gypsy moths, brown tree snakes, etc. Remember: Complying with requirements of the U.S. Department of Agriculture and state laws is your responsibility.
- ❑ Remove personal property from an attic, crawl space, or similar storage area within the residence. The TSP's are not required to go into areas which:
  - Are not accessible by a permanent stairway (ladders are not considered a permanent stairway),
  - Are not adequately lighted,
  - Do not have a finished floor, and
  - Do not allow a person to stand erect.
- ❑ Have your property separated by shipment and distinctly marked. Put items that are to go in the UB shipment in one room, distinctly mark items for storage, items not to be packed, and so on. This reduces the chance of items getting into the wrong shipment or preventing shipment of discarded items. When possible, dispose of all trash and items to be discarded prior to the TSP's arrival.
- ❑ Separate your professional items and any authorized additional consumables. Be sure they are identified on the inventory as "PBP&E" or "Pro Gear" or authorized additional consumables, as the items are weighed separately.
- ❑ Remove all old TSP markings and stickers from furniture and boxes.
- ❑ Identify contents left in drawers. Be sure the inventory reflects the contents.
- ❑ **Safeguard all cash, jewelry or other expensive items.**
- ❑ Airline tickets and passports are important documents. It is a good idea to keep these items locked in your car, or ask a friend or neighbor to keep them until your HHG shipment is picked up.
- ❑ Ensure each carton and loose item (e.g., ladder, rake, etc.) has an inventory tag and all tag numbers appear on the inventory.
- ❑ Monitor the wrapping and packing of your items. Make sure everything is wrapped individually and adequately. Make sure heavy items are not packed on top of light items. Do not allow your property to be taken to the warehouse to be packed without first consulting the transportation office.
- ❑ Drain all gasoline, oil, and water and remove the battery from power-driven equipment (motorcycle, moped, lawn mowers, etc.) prior to pickup.
- ❑ Have any pre-packed boxes, cartons or totes available for the TSP to check. TSPs may repack items in pre-packed containers to ensure safe transport of your property.
- ❑ During winter it's your responsibility to clear walkways of snow and ice this includes outdoor storage sheds. Failure to do so will delay your move.

- Carefully read the inventory prepared by the TSP's personnel before you sign.** Look at it from time to time while the items are packed. Ensure all boxes and loose items are listed correctly on the inventory. If a box contains crystal, or ceramic figurines, make sure the inventory says "crystal" or "Hummel's" or "Lladros," etc., instead of a generic description such as "kitchen items" or "glass."
- Make sure major items, e.g., pieces of stereo equipment are individually noted on the inventory with complete and accurate descriptions.**
- If the packers list "color television," have them add the size, make, model, and serial number (when readily accessible). This procedure also applies to stereo and video components. Closely check the string of symbols showing pre-existing damage. These symbols are explained in the top, right-hand corner of the inventory. For example, "BR 2-4-5-3" means "broken, bottom, front-left corner." A good inventory shows what you shipped and what condition the item was in at the time of pickup. If your inventory is inaccurate, tell the TSP's representative, and write down why you disagree at the bottom of the inventory in the space marked for exceptions.
- Do not argue with the TSP's representative. If you have a problem, call your transportation office at once.
- Do not sign anything until you read, understand, and agree with it. You must be provided a legible copy of everything you sign. **Never sign a blank, incomplete, or illegible form, or a form you cannot clearly understand.**
- Walk through your house to ensure all your items were placed on the truck by the Transportation Service Provider.

***Your Responsibilities At Destination:***

- Contact the destination transportation office as soon as possible after your arrival even though you may not know the delivery address for your personal property. The transportation office needs a telephone number and/or address where you can be reached on short notice.
- As soon as you have a delivery address for your personal property, call the transportation office again and provide this information.
- If possible, be prepared to accept delivery of your property as soon as it arrives. This will prevent additional handling, reduce the chance of loss or damage, and reduce or eliminate storage expenses.
- You or your representative designated in writing must be home on the day of delivery.
- During winter it's your responsibility to clear walkways of snow and ice this includes outdoor storage sheds. Failure to do so will delay your move.
- Know in advance where you want each piece of furniture placed in your new residence. The TSP is required to place each piece only one time.
- Check each carton or item off the inventory. Make sure everything that was picked up is delivered.
- If you discover loss and/or damage at the time of delivery, list any damaged or missing items with appropriate inventory numbers on the "Joint Statement of Loss

or Damage at Delivery” (DD Form 1840) to avoid problems. Make sure you carefully look over your property, and list any missing inventory line items and noticeable damage at this time. The DD Form 1840 serves as a quality control document for the TSP. If you do not note damage on the DD Form 1840, the TSP will receive credit for a good move even if you later note damage on the 1840R as stated below in the section covering your responsibilities after the move.

- Do not sign for services if the TSP did not perform them.
- Do not argue with the TSP. Contact the destination transportation office if problems arise.

### ***TSP's Responsibilities at Origin***

The TSP is responsible for packing and preparing all your property for shipment. You can expect the TSP to begin service between 8 a.m. and 5 p.m. The start and completion of any service provided by the TSP can vary depending on the type of move—that is, non-temporary storage, international shipment, etc. Contact your local transportation office for specifics. However, if you have no objection to the TSP beginning service before or after these hours, let the origin transportation office know. If the TSP determines special crating or handling (special services) of your HHG is necessary they should contact the responsible transportation office for authorization. If you request special services of your HHG and the TSP does not feel it is necessary for the safe transportation of the item(s) the responsible transportation office will make the final determination. If special services are not authorized by the responsible transportation office and you request the service, you will be liable for all cost associated with the service you requested.

#### **At pickup, the TSP must:**

- Protect appliances against damage while in transit; this means the TSP will secure moving parts that, if allowed to move in transit, could damage the appliance.
- Use new, clean packing materials for linen, clothing, and bedding.
- Use new or like-new packing materials for all other items. Excelsior or newspaper is not allowed. Items packed in boxes should be padded and insulated from carton walls.
- Pack mirrors, pictures, and glass tabletops in specially designed cartons.
- Wrap and protect all finished surfaces from marring or scratching. Usually this is accomplished through use of furniture pads.
- Properly roll and protect rug and rug pads at residence. Only small throw rugs may be folded.
- Pack all designated professional books, papers, and equipment in separate boxes. These cartons must be marked “PBP&E or “Pro-Gear”, weighed separately, and listed on the inventory form.
- Put all nuts, bolts, and screws from a disassembled item in a bag and attach securely to the item on an unfinished surface.
- Mark each carton to show general contents.
- Prepare an accurate and legible inventory.

- Obtain approval from the transportation office prior to loading on the tailgate of the moving van.
- Remove all excess packing material from your residence.

### ***TSP's Responsibilities at Destination***

You can expect the TSP to begin services between 8 a.m. and 5 p.m. The start and completion of any service provided by the TSP can vary depending on the type of move—that is NTS, international shipment, etc. Contact your transportation office for specifics. However, if you have no objections to the TSP beginning service before or after these hours, let the destination transportation office know. At the time of delivery, the TSP must:

- Unpack and unwrap all cartons, boxes, and crates.
- Place each item or carton in the room you indicate. This *one-time placement* includes placing unpacked articles in cabinets, cupboards, or on kitchen shelves when convenient, safe, and it is your desired location. Have placement planned out before the TSP arrives. TSP's are required to place each item only once.
- Assemble all furniture and equipment disassembled by the TSP's at origin.
- Remove packing and blocking from appliances. The TSP is not required to connect appliances to electric, gas, or water outlets.
- Jointly with you, make a written record of any loss or damage on the "Joint Statement of Loss or Damage at Delivery" (DD Form 1840), sign the document, and obtain your signature. The TSP's representative must leave three copies of DD Form 1840/1840R with you.

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

- Are not accessible by a permanent stairway (ladders are not permanent stairways),
- Are not adequately lighted,
- Do not have a finished floor,
- Do not allow a person to stand erect.

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

***BEWARE: You may waive unpacking at any time during the delivery. However, the TSP is not required to return later to unpack or remove debris.***

## **DURING AND AFTER THE MOVE**

### ***Evaluation of Move***

At some time during delivery of your personal property, an inspector representing the destination transportation office may drop by to check on your delivery. If you have any

questions or problems, inform the inspector or contact the destination transportation office. Additionally if you need to contact an inspector during your move you can locate their number via the AFMOVE website at:

[http://afmove.hanscom.af.mil/page\\_installations.asp](http://afmove.hanscom.af.mil/page_installations.asp)

### **Completion of the *Customer Satisfaction Survey (CSS)* and Evaluation of Your Move**

***Your voice counts!*** After receiving your delivery at destination you are asked to complete a CSS survey. The CSS is the primary source of data that will be used in determining the performance portion of each TSP. **It is very important to update your email address at destination.** You will be counseled on the importance of completing the CSS on the web upon delivery of each shipment moved. If you did not complete this survey you will receive an e-mail reminder. You, as a customer, can assist in improving the quality of personal property moves. Your voice counts and every survey completed will enhance the program. To access the survey after you received your login and password please go to:

<https://icss.eta.sddc.army.mil/Survey/login.aspx?ReturnUrl=/Survey/Default.aspx>

### ***Words of Caution***

Regardless of how well a TSP may pack your personal property, there is a chance something may be lost or damaged. If this happens, you have the right to file a claim. Please read the fine print on the Joint Statement of Loss and Damage at Delivery (DD Form 1840 (pink form))

Loss and/or damage noted during the HHG delivery is recorded on the “Joint Statement of Loss or Damage at Delivery” (DD Form 1840 (pink form)). Use a continuation sheet if more room is required. Make sure you note on the bottom of the DD Form 1840 that there is a continuation sheet. This form also serves as a notice to the TSP of loss or damage and a receipt of delivery. If you do not list missing inventory line items or obvious damage on this form at delivery, you may forfeit your chance of being paid for this loss or damage.

Additional loss and/or damage discovered after the completion of HHG delivery is recorded on the “Notice of Loss or Damage” (DD Form 1840R—**the reverse side of the DD Form 1840**). See URL for Guidelines for Full Replacement Value (FRV):

<http://www.sddc.army.mil/sddc/Content/Pub/38216//GuidelinesFRV.pdf>

### ***Service Claims Offices***

#### ***Army***

Contact the Legal Office at the nearest Army Installation to your location, or visit [“Army Knowledge Online”](#) for a link to that installation Legal Office.

#### ***Navy***

<http://www.jag.navy.mil/FieldOffices/Code15forms.htm>

***Air Force***

<http://legalassistance.law.af.mil/claims/index.php?JA=1250964>

***Marine Corps***

[https://www.manpower.usmc.mil/portal/page?\\_pageid=278,1965742&\\_dad=portal&schema=PORTAL](https://www.manpower.usmc.mil/portal/page?_pageid=278,1965742&_dad=portal&schema=PORTAL)

***Coast Guard***

<http://www.fincen.uscg.mil/hhg.htm>

***Inconvenience Claims***

There are times when a TSP fails to pick up or deliver your personal property as scheduled. This may cause some financial hardship for you and your family. You may file an inconvenience claim against the TSP for failure to meet scheduled pickup or delivery dates. This may provide some relief for you. The TSP's are not liable for inconvenience if the delay was caused by acts of God, acts of the public enemy, acts of the Government, acts of the public authority, violent strikes, mob interference, or delays of Code 5, Code J, or Code T shipments, caused by the Government as TSP negligence did not contribute to the delay. To determine which code your shipment moved, check with your transportation office. The claim can only be for out-of-pocket expenses caused by the TSP's failure to act on the agreed date.

Out-of-pocket expenses are all expenses incurred by a member and their family members because they are not able to use the item in the shipment or to establish his or her household. Expenses include but are not limited to, lodging, meals/food, laundry service, furniture and/or appliance rental, to include rental of a television or other similar expenses such as towels (two per person), pots, pans, paper plates, plastic knives, plastic spoons, plastic forks, paper and/or plastic cups, and napkins. A request for reimbursement of alcoholic beverages in any quantity is prohibited. The member understands that out of pocket expenses claimed must be reasonable and relate directly to relieving a definite hardship being suffered by the member or the member's dependents. The transportation office at your new duty station can assist you, but you are responsible for filing the inconvenience claim directly with the home office of the TSP.

***You should understand:***

- The inconvenience claim can result in the expenditure of funds for lodging, food, rental/purchase of household necessities, and directly related miscellaneous expenses.
- The purchase of household items must be reasonable and relieve a definite hardship.
- If purchasing tangible household items such as (towels, pots, and pans, etc.), the

TSP may make arrangements to reclaim those items upon delivery of your shipment.

- Maximum liability for lodging and meals/food will not exceed the per diem lodging rate and meals incidental rate for member/employee and each family member.
- Member will document the claim fully with an itemized list of charges and accompanying receipts for charges incurred.
- Charges will be computed from the day after the RDD and through the day of actual delivery of the shipment.
- The TSP is not responsible for payment of an inconvenience claim when a shipment is ordered in SIT at destination, regardless of the RDD, unless the need for SIT is a direct result of your failure to effect delivery of the shipment by the RDD and the member was officially ordered away from the area at the time delivery was available.
- TSP's are quick to deny inconvenience claims that appear to be excessive and/or unreasonable.

If your claims are justified but denied by the TSP, contact the destination transportation office for assistance. The transportation office representative should assist you with your appeal to the TSP's home office. If the appeal does not resolve the claim, your transportation office may forward the file to Headquarters, Surface Deployment and Distribution Command (SDDC) (formerly Military Traffic Management Command) that will go to the TSP's home office again.

### ***Private Real Property Damages***

If the movers damage your residence (rented or privately owned) during pickup or delivery, contact the TSP's office immediately. You should also contact the legal office for assistance. These types of claims are between you and the TSP or agent involved.

## **PERSONALLY PROCURED MOVES (PPM)**

### ***Description***

A PPM shipment is an alternate means of moving your personal property. A monetary allowance of 95 percent of Government cost is authorized when you transport your HHG by PPM. The actual HHG weight moved or your authorized weight allowance, whichever is less, is used to determine the Government's constructive cost. From that cost you will be paid 95 percent for a monetary allowance after the deduction of taxes (Federal and State). This is the net payment you will receive upon completion of your PPM shipment. The monetary allowance estimates, provided at the time of counseling, are **estimates only**. Over estimating the weight of your shipment may result in a larger than authorized advance allowance. If this happens, you will be required to reimburse the Government the amount advanced that exceeded your entitlement for the actual weight moved. Your responsibility under the PPM program is:



- Obtain the necessary equipment, materials, and vehicles to safely transport your property.
- Locate weight scales to obtain certified weight tickets (empty and full weights).
- Obtain receipts for expenses (you may need these in case of tax audit. See applicable state & federal tax information)
- Submit a settlement claim to the destination transportation office. The transportation office can provide guidance on submitting your settlement claim.

If

you elect an advance operating allowance, you should file your final settlement claim within 45 days after the start of the move. Failure to file in a timely manner could result in recoupment of advanced operating allowance from your pay.

### *Approval*

The Personal Property Office **must provide counseling and prior approval** for a PPM move. Failing to comply with provisions contained in AF regulations may limit you to reimbursement only or result in complete denial of your settlement claim. Articles not meeting the definition of HHG in JFTR, Appendix A, are not authorized to be included in the total weight shipped.

### *Excess Costs*

Actual authorized moving costs that exceeds the Government cost is at your expense. If you draw an advance allowance based on the estimated weight of your HHG, and the actual shipment weight is lesser, you will be required to reimburse the Government the excess amount.

**PERFORMING A PPM DOES NOT ELIMINATE THE POSSIBILITY OF EXCESS COST.**

**Note: This weight combined with the weight of ALL your other shipments is not to exceed your maximum authorized JFTR weight allowance.**

### *Estimating Weight*

The most important step in avoiding paying back any of your advanced operating allowance is accurately estimating the weight to be moved.

### *Weight Tickets*

You must obtain a certified weight ticket for the empty weight of the vehicle and then again for the vehicle after it is loaded. No passengers are to be in the vehicle when obtaining the weight tickets. Weight tickets should reflect the status of the gas tank e.g. full, ¾ tank, ½ tank, ¼ tank, empty. For a listing of scale location you may visit the following URL: [http://afmove.hanscom.af.mil/page\\_scales.asp](http://afmove.hanscom.af.mil/page_scales.asp)

### ***Operating Expenses***

Operating expenses you incur to perform the move are not taxable. Authorized expenses include payment for rental vehicles/trailers, packing materials, moving equipment (hand trucks or appliance dollies), blanket wraps, gasoline, and oil expenses, (not oil changes), itemized expenses that may be directly related to PPM such as tolls, cost for weight tickets, etc. These costs are deducted from the monetary allowance you receive to determine the financial profit for tax purposes.

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

**Note:** You should always contact your transportation office prior to arranging or performing a PPM.

### ***Insurance Coverage***

If towing a trailer with your POV, check your auto insurance policy to ensure you are covered in case of loss and/or damage. Most automobile insurance companies extend coverage for privately owned vehicles that are towing a trailer but some may not. You must purchase additional insurance if necessary. The cost is not reimbursable. If involved in an accident, a claim may be filed against you, your insurance company and/or the Government. The law of the state in which the accident occurred typically establishes liability. In the past, the courts have ruled that members operating privately owned or rented vehicles on change of station moves are not acting within the scope of their employment. Therefore, you are not protected by the Federal Torts Claims Act and responsible for all damages including third party legal claims if you have inadequate insurance coverage to satisfy the damages. If involved in an accident while performing a PPM, you should advise the legal office at the military installation nearest the accident site.

### ***Personally Procured Move Claims***

You assume the risk for and are responsible for preventing loss and/or damage before, during, and after the move. Submit claims in accordance with current Service regulations. Because PPM move participants are responsible for arranging the entire move, claims for loss and/or damage are generally not paid except in those cases where an act transpires that is beyond your control (vehicle accident, fire, or theft, etc.) and it is determined that you are free of negligence.

### ***Fraudulent Shipments***

Shipment of unauthorized items, fraudulent weight tickets, bogus expenses, or shipments to unauthorized destinations are illegal. If you make a fraudulent shipment,

you are subject to forfeiture of your allowance; all HHG transportation costs are borne by you, and subject to criminal charges. Notify the appropriate service investigation office immediately if aware of illegal transportation shipment activities.

***Storage***

PPM shipment is authorized for temporary storage only when circumstances prevent direct delivery of HHG to your residence. Temporary storage or Storage in transit (SIT) arranged by you must be stored in a commercial storage facility (i.e., Public Storage) used by the general populace to store personal property. SIT is not an automatic entitlement. It is contingent upon necessity. You may make arrangements with a Third Party for temporary storage, not to exceed 90 days. You are responsible for coordinating storage and payment directly with the Third Party. However, you may later request a monetary allowance of 95% or reimbursement, NTE 90 days. You may request additional storage IAW the provisions contained in JFTR paragraphs U5375-B2 and U5375-B3. Payment of a monetary allowance or reimbursement of SIT charges will be calculated based upon the applicable rate solicitation and TMO approval.

***NOTE: IF YOU ELECT TO DRAW AN ADVANCE OPERATING ALLOWANCE WHEN PERFORMING A PPM SHIPMENT, YOU SHOULD SUBMIT YOUR FINAL SETTLEMENT CLAIM WITHIN 45 DAYS FROM THE START OF THE MOVE.***

**All Air Force personnel wishing to conduct a personally procured move are encouraged to review the Personally Procured Movement of Household Goods Brochure at the following URL:**

**<http://afmove.hanscom.af.mil/docs/PPM%20new%203.pdf>**

**SUBMIT PPM SETTLEMENTS TO:**

ARMY AND AIR FORCE	<b>Active duty personnel:</b> Transportation Office at new permanent duty station <b>Retired/separated personnel and</b> <b>ARMY PCS Overseas / OCONUS</b> Last permanent duty station Transportation Office
NAVY	Fleet and Industrial Supply Center (FISC) Business Support Department HHG Audit Team Code 302 1968 Gilbert Street Suite 600

	Norfolk, VA 23511-3392
MARINE CORPS	Commanding General ATTN: Code 470 814 Radford Boulevard Marine Corps Logistics Base Albany, GA 31704-1128
COAST GUARD <a href="http://www.fincen.uscg.mil/dity.html">http://www.fincen.uscg.mil/dity.html</a>	Commanding Officer ATTN: DITY Move Desk US Coast Guard Finance Center 1430A Kristina Way Chesapeake, VA 23326-0017

**WEB SITES TO VISIT:**

- Air Force Move “People First” (Personal Property and Passenger Movement):  
<http://afmove.hanscom.af.mil/default.asp>
- GSA “FedRooms” program offers specially negotiated Federal government hotel rates with FEMA certified hotels, simplifying hotel selections for Government travelers. Website is <http://www.fedrooms.com>
- Homeowner’s Assistance Program (HAP) is a special relief program designed to provide financial assistance to eligible Military and Federal employee homeowners when the real estate market is so adversely affected by a military installation partial or complete closure, a reduction in scope of operations, or a realignment that the personnel are unable to dispose of their dwellings under reasonable terms and conditions  
<http://www.spk.usace.army.mil/organizations/cespk-re/hap/index.html>
- Internal Revenue Service Form 3903 and Publication 521, Moving Expenses. Websites are <http://www.irs.gov/pub/irs-pdf/p521.pdf>,  
<http://www.irs.gov/pub/irs-pdf/f3903.pdf>
- Internal Revenue Service Form 4684 and Publication 4684; Casualties and Thefts. Websites are <http://www.irs.gov/pub/irs-pdf/i4684.pdf>  
<http://www.irs.gov/pub/irs-pdf/f4684.pdf>
- Navy members can contact the Navy’s HHG Helpline at 800-444-7789 for assistance. *To determine if you qualify as a SMW customer please visit*  
[www.smartwebmove.navsup.navy.mil](http://www.smartwebmove.navsup.navy.mil)
- Per Diem, Travel and Transportation Allowance Committee (PDTATAC) maintains and implements new statutory changes to the Joint Federal Travel Regulations (JFTR). Within the regulations are per diem, travel and transportation allowances, relocation allowances, and certain other allowances of

Uniformed Service members (including regular and reserve components) based on law. Website is <https://secureapp2.hqda.pentagon.mil/perdiem/>

- Pet Kennel Locator: <http://afmove.hanscom.af.mil/pages.asp?infoid=108>
- POV Locator: <http://www.whereismypov.com/WhereIsMyPovSplash.asp>
- Program Management Office - Defense Travel System (PMO-DTS), <http://www.dtstravelcenter.dod.mil>
- Shipping a POV: <http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf>
- Storing a POV: <http://www.sddc.army.mil/CONTENT/8810/DBCN8810.pdf>
- Importing Vehicles to Australia: <http://afmove.hanscom.af.mil/pages.asp?infoid=82>
- Surface Deployment And Distribution Command, SDDC <http://www.sddc.army.mil>
- Gypsy Moth Booklet: [http://www.aphis.usda.gov/lpa/pubs/pub\\_phgmoth.pdf](http://www.aphis.usda.gov/lpa/pubs/pub_phgmoth.pdf)
- Weight Estimator Program: <http://afmove.hanscom.af.mil/pages.asp?infoid=82>
- Customer Satisfaction action Survey (CSS) <https://test.eta.sddc.army/ICSSRoot>