

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

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AIR FORCE SUPPLEMENT/
JOINT FEDERAL TRAVEL
REGULATIONS. VOL 1 AND
JOINT TRAVEL REGULATIONS,
VOL 2**

AIR FORCE PERSONAL PROPERTY MOVING AND STORAGE

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

SUMMARY OF CHANGES

This is the initial publication of Air Force Supplement One, substantially revising AFR 75-25, Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and all attachments, 23 March 1990.

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OPR: HQ AF/ILTT
Certified by: (Mr. Ronald J. Dandeneau)

Transportation and Traffic Management

MOVING AND STORING PERSONAL PROPERTY

This directive implements the entitlement provisions of the Joint Federal Travel Regulations (JFTR), volume 1, chapters 4 and 5 (military) and volume 2, chapters 2, 6, 8, and 11 (civilian) Joint Travel Regulation (JTR). It sets forth policy on the movement and storage of personal property within the Continental United States (CONUS) and overseas areas. It also outlines responsibility for counseling military members and civilian employees on the shipment of all personal property. 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, paragraph U4700.) An asterisk (*) indicates when a specific paragraph of the JFTR or JTR does not require further implementation. 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/LGTT, Washington DC 20330-1030, for chapters 1-9 and all attachments; and to AFPOA/DPM Washington DC 20330-5000, for chapter 11. 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. The system of records required by the supplement is authorized by 5 U.S.C., Sec 5726; 10 U.S.C, Sec. 2634; and 37 U.S.C., Sec 406. The Per Diem Travel and Transportation Allowance Committee (PDTATAC) has reviewed this supplement per DOD Directive 5154.13, Section III, 11 February 1980, as case 951205.

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PART ONE

HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE

Chapter 1

SHIPMENTS AND STORAGE OF HOUSEHOLD GOODS UNDER TEMPORARY OR TEMPORARY ADDITIONAL DUTY ORDERS

1.1. (U4700) **General.** See table in JFTR, paragraph U4710-A, for maximum temporary change of station weight allowances. Authorization must be in the member's orders to ship a specific amount (in words, figures, or both) of property. Permanent change of station (PCS) with temporary duty (TDY) en route orders need not contain specified amount authorized for shipment.

1.2. (U4705) *Authorizing or Approving The Temporary Change of Station Weight Allowance.**

1.3. (U4710) *Basic Entitlement:**

1.3.1 (U4710-A) *Prescribed Weight Allowance.**

1.3.2. (U4710-C) *Shipment of Replacement Items of Household Goods.**

1.3.3. (U4710-B) *Professional Books, Papers, and Equipment.**

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

1.5. (U4720) *Methods of Shipment.**

1.6. (U4725) *Factors Affecting Transportation of Temporary Change of Station Weight Allowances:**

1.6.1. (U4725-A) **Effective Date of Orders.** See Appendix A of JFTR.

1.6.2. (U4725-B) *Orders Amended, Modified, Canceled or Revoked.**

1.6.3. (U4725-C) *Improper Shipments.**

1.7. (U4730) *Determining the Net Weight.**

1.8. (U4735) *When Excess Charges Are Incurred.**

1.9. (U4740) *Called (or Ordered) to Active Duty.**

1.10. (U4745) *Permanent Change of Station With Temporary Duty En Route.* See paragraph 3.1.3.*

1.11. (U4750) *Temporary or Temporary Additional Duty Without Return to Permanent Station, or Temporary or Temporary Additional Duty Pending Further Assignment.**

1.12. (U4755) **Indeterminate Temporary Duty.** Director of Personnel Resources and Distribution, HQ AFMPC/DPMR, Randolph AFB TX 78150-5000, is designated to authorize or approve shipments under this paragraph. **CRITERIA:** For shipments outside CONUS, NOT LESS than 12 months must remain in the member's overseas tour after required delivery date (RDD). For storage or shipment under other circumstances, TDY must be 20 or more weeks at any one duty station.

1.13. (U4760) *Temporary or Temporary Additional Duty Pending Assignment Outside the Continental United States or to a Vessel.**

1.13.1. (U4760-A) *General.**

1.13.2. (U4760-B) *To a Vessel Not Specified as Unusually Arduous or Not Operating Outside the Continental United States for 1 Year or More.**

1.13.3. (U4760-C) *To a Vessel Specified as Unusually Arduous or as Operating Outside the Continental United States for 1 Year or More or to Duty Outside the Continental United States.**

1.14. (U4765) *Temporary Duty in Connection with Building, Fitting Out, Conversion, or Reactivation of a Vessel.**

1.14.1. (U4765-A) *General.**

1.14.2. (U4765-B) **Assignment to a Vessel Not Specified as Unusually Arduous.**

1.14.3. (U4765-C) *Assignment to a Vessel Involving Unusually Arduous Sea Duty or the Vessel Will be Operating Outside the Continental United States for 1 Year or More.**

1.15. (U4770) *Storage in Connection with Temporary or Temporary Additional Duty or Deployment.**

1.15.1. (U4770-A) **Temporary Storage.** TMO is designated to authorize or approve storage under this paragraph.

1.15.2. (U4770-B) **Special Storage in Connection with Temporary or Temporary Additional Duty or Deployment for More Than 90 Days or for an Indefinite Period.**

Requests for storage under this paragraph must include name and grade of individual, duration of TDY, Special Order Number, purpose of TDY, rationale for storage and concurrence of the individual's Commander.

- Member's Unit O&M funds will be used to effect storage under this paragraph.
- Storage at government expense will terminate not later than 90 days after completion of TDY. Up to an additional 90 days storage may be approved by MAJCOM.
- Disapprovals of storage will be made only with the concurrence of the respective MAJCOM Transportation Office. Telephonic concurrence will suffice.
- The temporary duty or deployment period need not be at just one location. However, multiple temporary duty assignments or deployment for more than 90 days must be consecutive to qualify for this storage.

1.15.3. (U4770-C) *Nontemporary Storage.* *

1.16. (U4775) *Shipment of Household Goods After Storage.* *

Chapter 2

GENERAL PROVISIONS FOR SHIPMENT/STORAGE OF PERSONAL PROPERTY IN CONJUNCTION WITH PERMANENT DUTY TRAVEL

2. (U5300) **General:**

2.1. 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, except as provided in JFTR, paragraph U5310-A. This procedure is also 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 household goods must have been acquired before the effective date of all orders used in the chain-of-orders. The authorized weight allowance is the unused balance in effect on the effective date of the prior orders. The Government Bill of Lading (GBL) will 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 orders to Offutt AFB and the orders to Hanscom AFB.

2.2. (U5305) **Eligibility.***

2.3. (U5310) **Basic Entitlement:***

2.3.1. (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 entitlement for property in nontemporary storage (NTS). Accordingly, their first shipment should be a request for continued NTS, temporary storage at origin or shipment of the NTS lot.

2.3.2. **Permanent Change of Station (PCS):**

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

- To, From, and Between Overseas Areas. Personal property shipment weight allowances are subject to Air Force administrative limitations (see paragraphs 2.4.1 and 2.4.2, and attachments 1 and 2). **NOTE:** Full JFTR weight allowance is authorized upon return from overseas for retiring or separating members.

2.3.3. **Temporary Duty (TDY):** The TDY allowances are specified in JFTR, Table of Weight Allowances, paragraph U4710-A. These allowances are not chargeable as part of PCS weight allowance. TDY and PCS weight allowances are separate and distinct entitlements.

2.3.4. (U5310-B) ***Prescribed Weight Allowances.****

2.3.5. (U5310-C) **Professional Books, Papers, and Equipment (PBP&E):**

2.3.5.1. There is no automatic relationship between the member's AFSC and those types of items authorized as PBP&E. (Mechanics don't automatically get to ship tools as PBP&E). In order for an item to be classified as PBP&E, it must be necessary in the performance of a member's official duties. (See definition of PBP&E in JFTR, appendix A.) Nontemporary storage of PBP&E is authorized when the PBP&E is not required at members next PDS, but the member retains AFSC.

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

- If incomplete applications are received by mail, shipment will not be delayed provided member's desires are not questionable and shipments are otherwise authorized.
- When a member or agent personally submits a DD Form 1299, **Application for Shipment and/or Storage of Personal Property**, item 8 will either indicate estimated weight or the word "NONE" will be entered and initialed. The members 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 will not be given unless they qualify for an "after-the-fact" approval identified below.
- When members declare 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 will be counseled that the burden of proof, if challenged, rests with them.
- PBP&E must be separately packed, marked, weighed, and a clear description of articles entered on the carrier's household goods inventory prepared at time of pickup. If not possible or practical to weigh PBP&E at origin, the constructive weight of 40 pounds per cubic foot will apply. In either event, actual or constructive weights of each inventoried item will be entered on the inventory.

- TMO personnel will monitor all shipments containing PBP&E. When PBP&E has been declared, they will ensure carriers have entered total PBP&E weights on the GBL or contractual document.
- After-the-Fact declaration of PBP&E will only be accepted when a review of the member's case file contains documented *indisputable* intent to declare PBP&E. Documented intent includes the requirement that the PBP&E was separately identified, marked, and inventoried during the move in question. Questionable cases will be referred to the Director, JPPSO-San Antonio TX. 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.

2.3.5.3. **Military Affiliate Radio Station (MARS) Equipment:**

- To qualify for shipment or storage of MARS equipment at government expense, members must present a completed MARS certificate. (See attachment 3.)
- When MARS members are transferred overseas where a MARS operation is authorized, nontemporary storage or shipment to other than new duty station is prohibited.
- When MARS members are assigned overseas where individual MARS operation is not authorized (see attachment 4) shipment overseas or within CONUS is prohibited. Under these circumstances, the member may store MARS equipment at origin.
- Storage of MARS equipment incident to JFTR, paragraphs U5345-F, U5360, U5365, and U5380-H, is authorized.

2.3.5.4. **Air Force Band Equipment:**

- To qualify band equipment as PBP&E, the member must provide a written statement. The local band commander must sign the statement certifying that such equipment is PBP&E. Following is a suggested statement. *"I certify that (member's name and rank) is a member of the Air Force Band and possesses the appropriate AFSC. I further certify that the band equipment to be (shipped) (stored) as professional equipment is necessary in the performance of official duties."*
- 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."*
- Personal stereo equipment and records or tapes are not considered PBP&E.

2.3.5.5. **Air Force Personnel Assigned to the Defense Attaché System:** Subject members, who are 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 overseas duty station where these items were required in the performance of duty. SAF/IA (AFAAO), Air Force Attache 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.

2.3.6. (U5310-D) ***Additional Consumable Goods.****

2.3.6.1. See DOD Regulation 4500.34R 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.

2.3.7. (U5310-E) ***Certain Articles Involving a Weight Additive and/or Special Packing, Crating, or Handling.****

2.3.8. (U5310-G) ***Civilian Clothing of Selective Service Inductees and Recruits.****

2.3.9. (U5310-H) ***Storage.****

2.3.10. (U5310-I) **Accessorial Services:** Nothing in the law (Title 37, United States Code) or implementing directives provides that the government will furnish extraordinary or special services when shipping expensive and valuable items. Services provided for shipment or storage of such items must be limited to those provided under carrier's tariffs or contractual provisions. If members request exceptional packing and crating services, they will bear all cost for those services. If members request separate shipment of expensive/valuable items, they pay any excess costs incurred from multiple shipments.

2.3.11. (U5310-J) **Shipment of Replacement** Items of Household Goods. The Traffic Management Officer or Installation Transportation Officer is the approval authority for this provision.

2.4. (U5315) **Administrative Weight Limitations (See Attachment 1):**

2.4.1. (U5315-A) General:

2.4.1.1. Unaccompanied members assigned to, from, and between overseas areas (including Alaska and Hawaii) are limited to the personal property allowances in attachment 5, table 1. Exceptions in attachment 2, tables 1 and 2 may apply. The Military Personnel Flight (MPF) will annotate the authorized weight exceptions in the member's special orders.

2.4.1.2. Restricted weight areas for accompanied members assigned to, from, and between overseas areas are listed in attachment 1. Exceptions to the administrative weight limitations are listed in attachment 2, table 1.

2.4.2. (U5315-B) ***Entitlement.****

2.4.3. (5315-C) ***Exceptions.****

2.5. (U5317) *When Transportation of Household Goods Is Not Authorized.**

2.6. (U5318) **Reshipment of Same Property In One Allowance:**

2.6.1. **Personal Reasons.** Reshipment of the same property 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. Delivery from storage is not synonymous with the term reshipment. A long delivery from storage can be made to an alternate or different destination for the member's convenience. The member must be willing to pay the excess cost for the distance exceeding delivery within the commander's authorized commuting area. If an authorized commuting area does not exist, the TMO will establish a delivery area based on local commuting habits. This delivery area designation must be approved by the Installation Commander. DD Form 619-1, **Statement of Accessorial Services Performed** (SIT Delivery and Reweigh), or other contractual document will be annotated to reflect that the member is in excess cost status. Copy of Delivery from SIT Certificate, DD Form 619-1, or other contractual document will be forwarded to JPPSO-SAT/ECAF, 8961 Tesoro Drive, Suite 300, San Antonio Texas 78217-6260, for their review and action. Members not in a pay status (i.e. separatees) must pay the excess costs in advance of delivery.

2.6.2. **Other Reasons.** See paragraphs 2.8.3. and 2.8.4.

2.7. (U5320) *Methods of Shipment.**

2.7.1. **Determination of Method of Shipment of Household Goods:**

2.7.1.1. Shipment will be made by surface modes.

2.7.1.2. Overseas: Normally, shipment will be 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 9.11. Shipments to Hardlift areas, TP-4 areas, and those approved for airlift will always be moved with preference for use via AMC. **NOTE:** Space required airlift of HHG including airlift to "Hardlift areas," is not authorized for retirees or separatees.

2.7.2. (U5320-B) **Determination of Method of Shipment of Unaccompanied Baggage:**

2.7.3. **Definition of Unaccompanied Baggage (UB):** Unaccompanied baggage may include clothing, uniforms, pots, pans, cribs, playpens, carriages, toiletries, ironing boards, irons, electric coffee pots, toasters, small radios, portable television sets, high fidelity components (including record players, turntables, amplifiers, tuners, speakers, tape recorders but excluding cabinets that are major items of furniture), portable sewing machines, voltage transformers, portable air conditioners, valet items, golf clubs and bags, collapsible equipment, linens, dishes, cutlery, small portable refrigerators, etc.

2.7.3.1. Unaccompanied baggage may NOT include major items of furniture such as chairs, tables, cabinets, washers, dryers, freezers, large size refrigerators, bed, mattresses, etc.

2.7.3.2. Unaccompanied Baggage Shipment Procedures. Unaccompanied baggage will be shipped to arrive at destination within 5 days of the member's or dependent's arrival. Shipment of UB is authorized both within the CONUS and to, from, and between oversea duty stations.

2.7.3.3. Between Points Within CONUS. Normally, UB will be included with the household goods if the transit time satisfies the needs of the member. Personal property shipped in this manner will be identified to the carrier as "*designated items for extra pickup or delivery.*" One GBL will be issued and it will be annotated "*A Single Extra Pick Up and/or Single Extra Delivery Authorized (Including Out of SIT).*" The carrier will inventory, load, and store designated items to permit ready access at destination. Expedited mode may be used when the transit time of the household goods shipment will not meet the required delivery date for UB. This also applies when the only shipment is UB.

2.7.3.4. To, From, or Between Points Overseas. The normal mode prescribed for the movement of UB is airlift via the Air Mobility Command (AMC). 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 PPCIGWW, volume 2 (Overseas).

2.7.3.5. By Commercial Air. Movement of more than 1,000 pounds UB by commercial air is not authorized, except when it is:

- The directed mode of shipment in the PPCIGWW.
- Authorized or approved by the Transportation Squadron Commander or comparable staff agency of the shipping activity for more than 1000 pounds per PCS.
- Any part of UB allowance not used may be included with the household goods shipment.

2.7.4. **Government Procured Transportation.***

2.7.5. (U5320-D) **Reimbursement for Personally Procured Transportation:** This paragraph does not provide authority for payment of a monetary incentive. It merely authorizes reimbursement of all or a portion of expenses incurred for personally procured moving or storage services. (See paragraph 6.2.13 and AFI 65-104)

2.7.5.1. The member must submit claims for reimbursement for shipping or storing personal property at **PERSONAL** expense to the accounting and finance officer. To support a claim, the member must have:

- A copy of the applicable change of station order.

- A written statement that the TMO was not available to assist in effecting the shipment, if applicable.
- The TMO's written instructions to the member to arrange for shipment, if applicable.
- All paid carrier bills or receipts for rental of trailers, trucks, etc.
- All paid receipts for hire of labor. (Labor performed by member or their family is not reimbursable.)
- All weight tickets if movement was made by an approved household goods carrier. Members who use rented or privately owned equipment and cannot obtain acceptable weight tickets, may use constructive weights. Construct the weight utilizing DD Form 1701 or 1000 pounds per room plus the weight of large appliances (stoves, refrigerators, freezers, washers and dryers). Weight of appliances may be determined by using the Joint Military/ Industry Table of Agreed Weight, which is available at the local claims office.
- A carrier inventory if moved by approved household goods carrier.
- All toll road, tunnel and bridge tickets, state permits, etc.
- All canceled checks.
- A statement from the TMO regarding costs which would have been incurred had the shipment been arranged by the government. This only applies if the member cannot produce a written statement that the TMO was not available to assist in effecting the shipment, or the TMO's written instructions to the member to arrange for shipment.

2.7.5.2. If the member does not produce a written statement that a TMO was not available or written instruction from a TMO to personally arrange the shipments, reimbursement will be limited to the cost of government arranged transportation.

2.7.6. (U5320 E) **Do-It-Yourself (DITY) Moves:** *(See 6.2.1, AFI 65-104, and AFI 24-501)*

2.7.6.1 After the fact DITY Move approval. Air Force authority for after-the-fact DITY move approval is the Installation Transportation Squadron Command or Chief of Transportation.

Criteria for approval is:

- Member has accomplished all other aspects of the DITY move procedure (I.E. used an authorized vehicle; obtained necessary weight certificates or qualified for constructive weight.
- Possessed a valid authority (special order or funded housing assignment/ termination authorization) prior to accomplishing the move.

2.8. (U5330) **Factors Affecting Transportation of Household Goods:**

2.8.1. (U5330-A) Combining Weight Allowances When Husband and Wife are Both Members. On concurrent assignments to duty stations or areas where there is no administrative household goods weight restriction, up to the combined total of the two prescribed PCS weight allowance may be shipped. A military member married to another military member cannot be dependent

upon the other. If no other dependent exists, both are considered members without dependents in determining weight allowance.

2.8.1.1. When both members are assigned to or from an overseas duty station, unaccompanied, they will both be limited to unaccompanied member weight allowance.

2.8.1.2. When both members are assigned to or from a weight restricted overseas duty station (see attachment 1) accompanied, either member may ship household goods. Weight shipped will be within the total weight prescribed for both members for the overseas station. In such cases, the following limitations apply. The combined weight authorized to be shipped to the overseas duty station must not exceed the accompanied weight allowance for the senior member plus the unaccompanied weight allowance for the junior member. The combined weight allowance may be divided between the two members provided neither exceeds the weight allowance prescribed for their grade. Any shipment that exceeds the authorized weight will be subject to excess cost.

2.8.1.3. Military members married to a civilian employee. The civilian employee is entitled to JTR, volume 2, entitlements if there is no duplication of entitlements. To qualify for JTR, volume 2, entitlements that person cannot be reflected as a dependent on the military member's orders.

2.8.2. (U5330-B) *Effective Date of Orders (See Appendix A, JFTR Definition of Effective Date of PCS Orders).*

2.8.3. (U5330-C) *Orders Amended, Modified, Canceled, or Revoked.**

2.8.4. (U5330-D) **Improper Shipments:** TMO is assigned responsibility for determining and documenting conditions which resulted in improper shipment or unavoidable separation from the member. If justifiable, TMO personnel will forward the shipment to a proper destination. (See paragraph 2.6., and JFTR, U5318.)

2.8.5. (U5330-E) **Items of Extraordinary Value:**

2.8.5.1. Members contemplating the shipment of expensive and valuable items must be counseled that:

- Expensive and valuable items do not require a special declaration or description. There are maximum sums that will be paid for loss or damage that occurs to this type property that is substantiated as transit related .
- If these maximum amounts would provide inadequate reimbursement, members should obtain commercial insurance or increased release valuation coverage.
- Commercial insurance is available on overseas shipments and property placed in storage.
- Split shipment for the purpose of reducing the cost of commercial insurance may also be available.

- They should hand-carry valuable items such as expensive jewelry, watches, cameras, and other items of value prone to pilferage. Claims for this type property are strictly evaluated, and if approved for payment, payable sums are limited.
- The burden is upon the member to substantiate loss and to establish the value of one or more of the lost items. Thus, members should retain bills, receipts, appraisals, etc., separate from their stored or shipped property.

2.8.5.2. Supplemental Protection. The maximum amount to be paid by the government on claims which arise as the result of a single incident is limited to \$40,000. Members should compare the value of the items included in the shipment with the maximum payable individual item's limitations shown in AFP 75-45, It's Your Move. The member should then decide whether it is advisable to obtain supplemental protection for these items. The remaining personal property in the shipment would be protected by the government up to \$40,000. Listed below is general information concerning insurance protection. For more specific guidance, members should contact the local Staff Judge Advocate. Such protection may be obtained in the following ways:

- Commercial trip transit insurance may be obtained from an insurance company directly or through a carrier. Trip transit insurance is expensive and must be obtained for the full value of the property.
- Protection may be obtained on domestic shipment by declaring an excess valuation. The GBL and DD Form 1299 must be marked in accordance with DOD Regulation 4500-34R. Full replacement protection of member's household goods can also be obtained on the GBL. Member must request these types of coverage in writing from the TMO.
- 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.

2.8.6. (U5330-F) **Household Goods Cases Involving Mobile Home Allowances:**

2.8.6.1. (U5330-F2a) Concurrent Travel of Dependents Authorized or will be Authorized Within 20 Weeks. (See JFTR, paragraph U5505-B.)

2.8.6.2. (U5330-F2c) Return to the Continental United States or Alaska. (See JFTR, paragraph U5505-B.)

2.8.6.3. (U5330-F5) **Articles of Household Goods Removed From Mobile Home to Meet Safety Requirements.** The design and construction of a mobile home allows for the weight of all fixed service equipment, plumbing fixtures, heating and air conditioning equipment, appliances and built-in furniture, with a slight added margin for personal effects.

- The mobile home is not safe for movement if the manufacturer's recommended gross weight is exceeded. If the recommended gross weight is unknown, permit an allowance of 3 pounds per square foot of unused floor space for personal effects.
- **EXAMPLE:** A maximum personal effects load of 216 pounds (2 square feet times 3 pounds) would be acceptable for a mobile home with a unused open floor area of 6 feet by 12 feet.
- 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.

2.8.7. (U5330-G) ***Transportation of Household Goods Before Orders Issued:***

2.8.7.1. **General.** TMO personnel must retain the member's written agreement to pay for the shipment. Establish a suspense file of 60 days to insure the TMO receives orders. If the TMO does not receive the orders within 60 days, the TMO will inquire. If orders have not and will not be issued, the TMO will initiate billing action (*DD Form 139, Pay Adjustment Authorization*) against the member.

2.8.7.2. ***Members Assigned to Vessels Preparing to Enter Overhaul.****

2.9. (U5335) ***Determining the Net Weight:****

2.9.1. (U5335-A) **General.**

2.9.2 (U5335-B) **Through Government Bill of Lading (TGBL) Shipment and Shipments at Personal Expense.** (See attachment 7.)

2.9.3 (U5335-C) **Direct Procurement Method (DPM) of Shipment** (See attachment 7.): The standard packing allowance for DPM shipments is 20 percent. When packing and bracing materials are erroneously included as part of the tare weight, a 10 percent packing allowance applies.

2.9.4. (U5335-D) ***Unaccompanied Baggage.****

2.9.5. (U5335-E) ***When Weight of Shipment is Unobtainable.****

2.9.6. (U5335-F) **Exceptions:**

- In any case where the outer container is the member's "personal" property, no packing adjustment is authorized.
- The Installation/Traffic Management Officer (ITO/TMO) is designated to authorize or approve a change of the net weight of shipments. This is allowed only when 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.

2.10. (U5340) ***When Excess Charges are Incurred:****

2.10.1. (U5340-A) ***General:***

2.10.1.1. (U5340-A) ***Transportation.****

2.10.1.2. (U5340-A2) ***Nontemporary Storage:***

- JPPSO-SAT/ECAF will determine to which shipment (HHG, NTS, UB, etc) the excess weight and costs are attributable. When application of the excess weight to the NTS lot results in the least excess cost to members and the members have certified on the DD Form 1299 that they want the government to pay the excess costs, JPPSO-SAT/ECAF will correspond with them through the permanent address on the DD Form 1164, Service Order for Personal Property, and negotiate a reimbursement procedure. The member will be offered the option of the immediate payment of all excess costs incurred to date and subsequent quarterly payment of excess storage costs incurred by the government, or deferred reimbursement of all excess costs until the lot is withdrawn from NTS. JPPSO-SAT/ECAF will issue a DD Form 139 once the property is removed from NTS.
- 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 that 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 will also provide copies of the member's NTS documentation (i.e. DD Form 1164, DD Form 1299, weight tickets, etc.) when requested by JPPSO-SAT/ECAF; file a copy of JPPSO-SAT/ECAF's letter to the member in the member's NTS folder (JPPSO-SAT/ECAF will provide you with a copy of their letter to the member.); and notify JPPSO-SAT/ECAF when the lot is removed from NTS. Provide them with copies of the new line haul or local drayage weight tickets.

2.10.1.3. These procedures will result in lower excess cost payment for affected members because they will be paying the lower government storage rate rather than the higher commercial storage rate.

2.10.1.4. JPPSO-SAT/ECAF will be corresponding with the member through the permanent mailing address listed on the DD Form 1164. Therefore, counselors should strongly emphasize to members that this has to be an address where mail will be expeditiously forwarded to them.

2.10.2. (U5340-B) *Transportation of Household Goods in Excess of Authorized Weight Allowance.**

2.10.3. (U5340-C) *Transportation of Household Goods in Excess of Authorized Distance.**

2.10.4. (U5340-D) *Transportation of Unauthorized Articles.**

2.10.5. (U5340-E) **Transportation of Household Goods with Special Routing or Services Provided:**

- The TMO will annotate the GBL to reflect the special service requested by the member, and check the paying officer review block.
- An exception is made for payment at government expense of a single extra pickup and/or single extra delivery. Those services will not be considered special routing or services.
- 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 a PCS entitlement for this purpose rests solely with the member. The shipment is authorized on current orders provided the property was not previously shipped on those orders and a shipping entitlement still exists. Otherwise, member must be in possession of new PCS orders before property may be shipped.

2.10.6. (U5340-F) **Excess Costs for Transportation of Separated, or Deceased Member's Household Goods.** When excess charges are discovered after a through Government Bill of Lading (TGBL/ITGBL) shipment departed origin, property will be delivered even if the member is no longer in pay status. Destination TMO personnel will attempt to collect excess charges. If unsuccessful, issue a GBL correction notice indicating that excess charges were not collected and that a paying officer review is required. JPPSO-SAT/ECAF will then initiate Out-of-Service collection action.

Chapter 3
TRANSPORTATION UNDER VARIOUS TYPES OF PERMANENT
CHANGE-OF-STATION ORDERS

3. (U5345) Transportation Under Various Types of Permanent Change-of-Station Orders.

3.1. General Circumstances:

3.1.1. (U5345-A) **Entrance Into the Service:** This entitlement allows movement of personal property from the member's "home." It is not limited to the member's home of record. **NOTE:** "Home" includes the overseas residence of former student dependents authorized to reside outside the CONUS with their sponsor at the time of entry into the service.

3.1.2. (U5345-B) ***Called (or Ordered) to Active Duty.*** *

3.1.3. (U5345-C) **Ordered on Permanent Change of Station With Temporary Duty En Route or While on Temporary Duty, or Ordered on Permanent Change of Station Following Temporary Duty Pending Further Assignment:**

- Orders involving PCS with TDY en route do not have to contain the authorized TDY weight allowance. The weight of the TDY shipment is not chargeable against the PCS weight allowance.
- The member should always exercise the entitlement to nontemporary storage FOR THE PERIOD OF TDY. This reduces the possibility for excess costs. It also provides the member with a temporary storage entitlement at the new PDS upon completion of the TDY.

3.1.4. (U5345-D) **Not Used.**

3.1.5. (U5345-E) ***Ordered To Attend a Course of Instruction of 20 Weeks or More.*** *

3.1.6. (U5345-F) ***Ordered to an Area in the Continental United States Where Shipment of Household Goods is Prohibited.*** *

3.1.7. (U5345-G) ***Ordered to a Hospital in the Continental United States.*** *

3.1.8. (U5345-H) ***Ordered From Permanent Station to Await Orders, Detail, Assignment, or Separation.*** *

3.1.8.1. (U5345-H1) ***Ordered From Permanent Station in the Continental United States.*** *

3.1.8.2. (U5345-H2) **Ordered From Permanent Station Outside the Continental United States:**

- Members returning for separation may have unaccompanied baggage or household goods shipped DIRECTLY to a location in the CONUS. These locations may be beyond the port of debarkation PROVIDED the special order contains the "*home of record*" or "*place of entry into the service*" or place last entered on active duty." (It must also include point to which such travel is intended.) Shipments exceeding the authorized weight or distance are subject to the advance collection procedures of paragraph U5340-E and U5340-F. The member must furnish a city and state for a delivery.
- Shipment from nontemporary storage is NOT authorized until the final separation order has been issued.
- These members can elect to return their property to the CONUS water port of debarkation (WPOD) for storage. Members should be strongly encouraged to use these procedures when they are unsure about their final destination. Nontemporary storage is authorized until the separation date at which time the property will be converted to temporary storage.

3.1.8.3. (U5345-H3) Ordered From Permanent Station Outside the Continental United States to the Continental United States, Puerto Rico, or a Territory or Possession of the United States for Processing and Separation When Home of Selection Authorized: This authority applies ONLY to property shipped FROM an overseas duty station. It DOES NOT apply to any property which may have been placed in nontemporary storage incident to the overseas assignment.

- A member may take physical possession of the property shipped from overseas to a retirement processing station. If this occurs, excess costs may be incurred for the re-preparation (accessorial service) of the property for further shipment or multiple drayage and handling for storage at the multiple storage locations.
- Members SEPARATED in a NON-PAY STATUS must pay for services in ADVANCE of the shipment from the processing station. See JFTR, paragraphs U5340-E and U5340-F.

3.1.9. (U5345-I) Ordered on PCS to a Permanent Station in the Vicinity of Storage.*

3.2. (U5350) Transportation Under Permanent Change of Station Orders to or From Duty Outside the Continental United States or Sea Duty.

3.2.1. (U5350-A) Ordered to a Duty Station Outside the Continental United States Where Shipment of Household Goods Is Permitted: No further shipment at government expense, of the same property, is authorized until new PCS orders are issued. Upon subsequent PCS between duty station outside CONUS, reshipment from the designated location or nontemporary storage to the new consecutive overseas tour (COT) PDS requires prior approval. The Installation Transportation Squadron Commander or Chief of Transportation are designated to authorize or approve these shipments. This approval authority is limited to individual household

goods items that the member elected not to ship to the initial overseas location then discovered that they were needed at the new overseas location due to changing conditions. (I.E. transfer from hot to cold climate installations.) See paragraph U5317, item 7, for time limitations. Members may receive a COT where transportation of dependents or household goods is not authorized or not desired by the member. Movement of the same property to another designated location or to nontemporary storage in lieu of shipment is NOT authorized.

3.2.2. (U5350-B) **Not Used.**

3.2.3. (U5350-C) ***Ordered From Shore Duty to Sea Duty Other than Unusually Arduous Sea Duty.****

3.2.4. (U5350-D) **Ordered From a Duty Station in the Continental United States to a Station Outside the Continental United States to which Shipment of Household Goods Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances:**

3.2.4.1. When dependent travel is not involved, MAJCOM commanders are designated to authorize or approve shipments under second item 3 of this JFTR paragraph (U5350-D). This authority may be redelegated to MPFs. **CRITERIA:** Nontemporary storage is authorized at government expense in lieu of shipment, as provided in JFTR, paragraph U5380-L. Therefore, shipment to a designated location outside the CONUS should not be authorized when dependent travel is not applicable unless:

- Property is intended for use at the overseas destination by bona fide dependents 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 overseas tour of duty (see JFTR, paragraph U5365).

3.2.4.2. Single members and members serving in "ALL OTHERS" (dependents not authorized) tour are limited to the applicable unaccompanied baggage allowance. These allowances are shown in attachment 5, table 1, and applicable notes. Exceptions to these weight allowances are listed in attachment 2, table 2.

3.2.4.3. As a condition for participation in both the "Follow on" and "Home Basing" assignment programs, members agree to certain conditions. They include voluntary restrictions on shipment and storage of household goods and shipment of a POV. HQ AFMPC/DPMRPP may waive the shipment restrictions of either program. **CAUTION:** Shipment and storage entitlements contained in the JFTR are not voided by these special assignment programs. A member participating in either program may elect the JFTR entitlements. The TMO will, however, notify the local MPF in writing of the member's election. Orders to the restricted or remote assignment may identify the follow-on location. These orders are not the authority for movement of household goods to the overseas follow-on points. Orders specifically authorizing shipment to

the overseas follow-on location are required. The issue of whether a particular action impacts the follow-on assignment should be resolved between the member and the MPF.

3.2.5. (U5350-E) Ordered From Duty Outside the Continental United States to a Station Outside CONUS to which Shipment of Household Goods Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or to Under Unusual Circumstances:

- When dependent travel is not involved, MAJCOM commanders are designated to authorize or approve shipments of household goods under second item 3, of this JFTR paragraph. This authority may be redelegated to MPFs. **CRITERIA:** Nontemporary storage of household goods is authorized when the special orders contain a fund citation for nontemporary storage. Therefore, shipment to these designated locations should not be authorized when dependent travel is not applicable. An exception is, the member stating in writing, the intention to establish a home of selection at that place upon completion of the current overseas tour of duty.
- MAJCOM commanders are designated to authorize or approve household goods shipments to any location outside the CONUS other than in the situation stated above under JFTR, paragraph U5350-E, second item 4. **CRITERIA:** Dependent travel to such location must be authorized or approved under JFTR, paragraph U5222-D5, or bona fide dependent must already be residing at such overseas location (see paragraph 9.8).

3.2.6. (U5350-F) Ordered From Sea Duty or From Duty Outside the Continental United States to a Station in the Continental United States.

3.2.6.1. Shipment of household goods from overseas areas other than the official overseas duty station is permitted. The member must agree to pay all additional costs resulting from such shipments. The term HOUSEHOLD GOODS does not include articles "acquired" AFTER the effective date of change of station orders. For new furniture shipments, the items must be manufactured before the effective date of orders to qualify for shipment by government arrangement.

3.2.6.2. Members stationed in overseas areas desiring shipment from other overseas areas must submit a DD Form 1299 through their local TMO.

3.2.6.3. The local TMO will not forward the application if the member exceeded the full JFTR weight allowance by previous shipments. When administrative weight limitations are exceeded, members will be counseled that overseas costs will be at their expense. The full JFTR weight allowance applies for the CONUS portion of the shipment.

3.2.7. (U5350-G) Ordered from Sea Duty to a Shore Duty Station Outside the Continental United States.*

3.2.8. (U5350-H) Ordered from Sea Duty to Sea Duty.*

3.2.9. (U5350-I) ***Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Home Port.****

3.2.10. (U5350-J) ***Home Port of Vessel, Afloat Staff, or Afloat Unit Officially Changed.****

3.2.11. (U5350-K) ***Reassignment Outside the Continental United States Before the Prescribed Tour Outside the Continental United States is Completed Due to Base Closure or Similar Action.****

3.3. (U5355) **Local Moves:**

3.3.1. (U5355-A) ***General.****

3.3.2. (U5355-B) **Local Move Incident to Reassignment or Permanent Change of Station.** Except for PCS Code M or V orders, issuance of funded travel orders shows that the MPF has the Installation Commander's authority for shipment of household goods. Members presenting PCS Code M or V orders, or unfunded orders will be referred to the MPF. The MPF or member will obtain the necessary gaining Commander's approval and the MPF will issue funded orders when appropriate. This paragraph is applicable to U5355-B1. PCS Code V orders will contain a fund citation, but the amount is not sufficient for shipment of household goods.

3.3.3 (U5355-C) **Local Move and Nontemporary Storage Incident to Assignment or Termination of Government or Government-Controlled Quarters. See paragraph 6.2,7.1.**

3.3.4. (U5355-D) **Local Move and Nontemporary Storage Incident to Vacating Local Quarters. See paragraph 6.2.7.2.**

3.4. (U5360) **Separation From the Service or Relief From Active Duty Except For Discharge With Severance Or Separation Pay, Involuntary Separation, And Separation Under The Voluntary Separation Incentive (VSI) Or Special Separation Benefit (SSB) Program:**

3.4.1. (U5360-A) **General:** Members should be carefully counseled BEFORE electing to receive travel pay to their separation point. Election to receive the greater amount of travel pay may be negligible when compared to the loss or restriction of the personal property shipment entitlement.

3.4.1.1. For separated members, there is no authority to consign shipments of personal property to military installation, embassy, or consulate.

3.4.1.2. Full JFTR weight allowance is authorized upon return from overseas for separating members.

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

3.4.2. (U5360-B) **Storage (See para 3.4.7.)**

3.4.3. (U5360-C) ***Separation from the Service or Relief from Active Duty to Continue in the Service.****

3.4.4. (U5360-D) ***Separation from Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service.****

3.4.5. (U5360-E) ***Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training.****

3.4.6. (U5360-F) **Member Required To Vacate Government or Government-Controlled Quarters Upon Separation from the Service or Relief from Active Duty.** Annotate in the remarks section of the DD Form 1299, "*shipment per JFTR, paragraph U5360-E.*" The member's permanent change-of-station weight allowance is not applicable under this paragraph.

3.4.7. (U5360-G) **Time Limit:**

3.4.7.1. A written request for shipment submitted to a TMO within 180 days of the effective date of separation will be honored. Receipt of a written request by a responsible TMO constitutes a written application for shipment being turned in to a transportation officer or designated representative. Submission of an application is not to be interpreted strictly as the member's signature on the DD Form 1299. A constructive application, such as a letter or message from the member, within the specified time frame, is acceptable.

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

- Transportation officers may authorize or 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 will be documented and retained in the shipment file.
- JPPSO-SAT is delegated authority to authorize or approve request for extension beyond the 15 workdays. Request must be based on a bonafide 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 the Joint Personal Property Shipping Office, San Antonio (JPPSO-SAT) and disapprovals to HQ

USAF/DPPC. See paragraphs 3.5.4.1, 3.5.4.2, and 3.5.6.1 for required supporting documentation. The following are examples of situations under which extensions will be considered: 1) If the member needs additional time for medical, education, or other reasons beyond member's control. 2) If the member requests additional time so that the household goods can remain in the home pending a door-to-door move. This will prevent putting the household goods in temporary storage solely to meet the time limits. 3) When two members are married and one separates more than 180 days in advance of the other receiving PCS.

3.4.7.3. Extension request forwarded to JPPSO-SAT must contain a specific date for the new time limitation. Request for open-ended extensions (i.e. until my spouse separates, retires, transfers, etc) will be returned without action.

3.4.8. (U5360-H) ***Members Ordered Home To Await the Results of Disability Proceedings.****

3.5. (U5365) **Retirement, Placement on Temporary Disability Retired List, Discharge with Severance or Separation Pay, or Involuntary Separation with Readjustment or Separation Pay. (See paragraph 9.2.2.)**

3.5.1. (U5365-A) **Shipment to Home of Selection Authorized:**

3.5.1.1. Home of selection is the place selected by the member under JFTR, U5130. The member will be required to indicate that place at time of application.

- Members with 18 or more years active service as of 1 November 1981, may ship to a home of selection worldwide.
- Members with less than 18 years active service as of 1 November 1981, are limited to a home of selection and shipment at government expense to: any place within the United States; a place outside the United States from which the member was called (or ordered) to active duty to their first duty station; or 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: Collection action will be affected by JPPSO-SAT/ECAF based on all pertinent travel and transportation documents. TMOs will annotate the GBL with "Paying Officer Review Required." The Finance Services Office (FSO) and TMO (per AFR 177-103, chapter 31) will furnish the member cost comparison options (estimates). The FSO will provide the member with the most favorable travel pay option. The TMO will furnish the most favorable household goods rate point. The member will select one of these options for entitlement purposes. Once an option has been chosen, the TMO will furnish estimated excess costs, if any, associated with the shipment outside the CONUS.

3.5.1.2. For a member being separated or retired, the "effective date" of orders for determining the entitlement to transportation allowances (authorized weight of household goods etc) is the last day of active duty.

3.5.1.3. For a retired member, the household goods weight allowance is that noted in JFTR, paragraph U5310-B. The pay grade in which the member was serving on the LAST day of active duty will be used.

3.5.1.4. For a member separated or retired under JFTR, paragraph U5365, there is no authority to consign a shipment of personal property to a military installation, embassy, or consulate.

3.5.1.5. For members separating or retiring under JFTR, paragraph U5365, Full Weight Allowance is authorized upon return from overseas.

3.5.2. (U5365-B) ***Shipment to Home of Selection Not Authorized.****

3.5.3. (U5365-C) **Storage:**

3.5.3.1. Temporary storage is not automatically authorized in conjunction with shipment from nontemporary storage. See JFTR, paragraph U5365-C4.

3.5.3.2. Household goods may be removed from nontemporary storage for shipment pursuant to these provisions. It is important to counsel the retired member that the government will not normally pay for any further storage. The provisions of JFTR, paragraph U5365-C4, requirements a and b provide exception criteria. Delivery of the property "NO EARLIER THAN" a specific date can only be controlled by delaying the shipment from origin. However, delaying a shipment at origin could cause the member to exceed the JFTR time limitations. In these cases, the property must be offered for physical shipment or the member has to seek an extension of the time limitation. The TMO is without authority to delay a shipment beyond the authorized time limitation for the convenience of the member. These members must be closely counseled on the ramifications of their actions and required to provide a specific pickup date for the shipment from NTS.

3.5.4. (U5365-D) ***Member Undergoing Hospitalization or Medical Treatment:***

3.5.4.1. (U5365-D1) ***On Date of Termination of Active Duty:***

- Extension: The Director, JPPSO-SAT is delegated the authority to authorize or approve requests for extension of the basic 1-year-time limit. Disapprovals must be coordinated with HQ USAF/LGTT. Members must have been undergoing medical treatment or hospitalization on the last day of active duty. Members must be undergoing substantially continuous treatment or hospitalization for the same or an associated condition. Extension is for 1 year after the date of discharge from the hospital or termination of medical treatment. CRITERIA: The original request for an

extension of time limitation will be supported by the following documents: The retirement or other pertinent order; 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; 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.

- **Additional Extensions.** Each subsequent request must contain current data showing the medical necessity for that extension.
- **Availability of Medical Resources or Care.** Extension requests will not be disapproved solely upon the availability of medical resources or care elsewhere. NOTE: Furnish a copy of the approval or disapproval to the TMO if a nontemporary storage account is being maintained.

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

- **Extension:** The Director, JPPSO-SAT is delegated the authority to authorize or approve requests for extension of the basic time limitations for nontemporary storage and shipment of household goods. Disapprovals must be coordinated with HQ USAF/LGTT. This applies to members requiring hospitalization or medical treatment during the 1-year period subsequent to termination of active duty. Extension is limited to the period of hospitalization or medical treatment. **CRITERIA:** The original and subsequent requirements for an extension of the time limitation will be supported by: the retirement or other pertinent order; or a written statement from the hospital administrator where hospitalization or treatment was provided at government expense, stating; the chronological dates of hospitalization or treatment during the 1-year period following retirement, the specific medical facility that provided resources or care not readily available elsewhere; 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.
- **Additional Extensions:** Each subsequent request submitted must contain current data showing the medical necessity for that extension.
- **Availability of Medical Resources or Care.** Extension requests will not be disapproved solely upon the availability of medical resources or care elsewhere. NOTE: Furnish a copy of the approval or disapproval to the TMO if a nontemporary storage account is being maintained.

3.5.5. (U5365-E) Member Undergoing Education or Training:

3.5.5.1. Extension: The Director, JPPSO-SAT is delegated authority to authorize or approve requests for extension of the time limitations. Disapproval must be coordinated with HQ USAF/LGTT. On-the-job training (OJT) is considered as acceptable training for extension of the household goods shipment entitlement. The member's request for an extension must be supported by:

- An applicable retirement or separation order.
- 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.
- If applicable, a copy of the approved extension will be forwarded to the TMO maintaining the nontemporary storage account.

3.5.5.2. Nontemporary Storage (NTS):

- **Member Remains in Pay Status.** The government will maintain the NTS account during the period of the authorized extension. The member will be billed for all storage costs exceeding the 1-year-time limit. Under this arrangement, the member will benefit by the storage rates available to the government. However, the member will NOT be 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 will not apply after the 1-year-time limit. The TMO will advise the member by letter that government liability will expire. This notification will be made not less than 75 days in advance of the expiration of the entitlement. The letter will also strongly urge the member to procure enough insurance to cover the property remaining in storage. When the member requests shipment, or upon expiration of the extended entitlement period, the TMO will provide JPPSO-SAT/ECAF with copies of the NTS documentation. The package will contain copies of the DD Forms 1164 and 1299, weight tickets, and other applicable documents outlining the NTS charges. The JPPSO-SAT/ECAF will submit the DD Form 139 to DFAS-DE/AJCR, Denver CO 80279-5000 for collection action.

- **Member Will NOT Remain in Pay Status (Severance or Readjustment).** The NTS account will be terminated at the completion of the basic 1-year entitlement. Any additional storage will remain a matter between the member and the storage warehouseman. Before expiration, the TMO will take steps outlined as described above. This will advise the member regarding termination of the storage entitlement and government liability.

3.5.6. (U5365-F) **Other Deserving Cases:**

3.5.6.1. Extension: HQ AFMPC/DPPTT is delegated authority to authorize or approve requests for extensions of the time limitation. The member must submit a written request for an extension to HQ AFMPC/DPPTT, 550 C Street West, Suite 11, Randolph AFB TX 78150-6001. 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: death in the immediate family - copy of death certificate; delay in construction of retirement home - statement from contractor showing reasons for delay and approximate date of completion, or a severe illness of dependent - statement from physician describing illness, course of treatment, and date the individual may be expected to recover enough to travel.

3.5.6.2. Nontemporary Storage. Approved extensions for other deserving cases will be processed as in 3.5.5.2. and 3.5.6.1. above.

3.5.7. (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 retirement orders. Member's retirement orders will be 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, paragraph U5365-G." Shipment is authorized to a point within the normal commuting distance for the installation.

3.5.8. (U5365-H) *Recalled to Active Duty Before Selecting a Home.**

3.5.9. (U5365-I) *Recalled to Active Duty After Selecting A Home.**

3.5.10. (U5365-J) *Members on Temporary Disability Retired List Who Are Discharged or Retired.**

3.5.11. (U5365-K) **Member Dies After Retirement or Release.** The dependents of a deceased member, or other persons legally entitled are afforded the same entitlement as the member. This includes extensions for medical, educational, training, and other deserving cases. Approval authorities are identified in 3.5.4, 3.5.5, and 3.5.6 above.

3.5.11.1. (U5365-L) *Members Ordered Home To Await Disability Retirement.**

Chapter 4
TRANSPORTATION OF HOUSEHOLD GOODS UNDER UNUSUAL OR
EMERGENCY CIRCUMSTANCES

4. (U5370) *Transportation of Household Goods Under Unusual or Emergency Circumstances.**

4.1. (U5370-A) **General:** Table of weight allowances, JFTR, paragraph 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.

4.2. (U5370-B) **Transportation of Household Goods from Outside the Continental United States Due to Official Situations:** Overseas MAJCOM or separate operating agency (SOA) commanders are designated to authorize or approve return shipment of household goods under JFTR, paragraph U5370-B under the same circumstances as for return transportation of dependents under JFTR, paragraph U5240-B. This authority applies to return of household goods to the member's overseas PDS.

4.3. (U5370-C) *Transportation of Household Goods for Reasons of National Interest.**

4.4. (U5370-D) **Transportation of Household Goods from Outside the Continental United States Due to Personal Situations:** Overseas MAJCOM or SOA commanders are designated to authorize or approve return shipment of household goods under JFTR, paragraph U5370-D, under the same circumstances as for return transportation of dependents under JFTR, paragraph U5240-D. This authority applies to return of household goods to the members overseas PDS.

4.4.1. (U5370-D8) Members MUST NOT ship property to the confinement facility.

4.5. (U5370-E) **Permanent Duty Station to Which Dependent Travel Is Authorized Changed to Dependent Restricted Tour Station or Sea Duty Changed to Unusually Arduous Sea Duty.** Overseas MAJCOM or SOA commanders are designated to authorize or approve shipment of household goods under U5370-E3 and E4.

4.6. (U5370-F) *Transportation of Household Goods Incident to Alert Notice.**

4.7. (U5370-G) *Cadet or Midshipman Dies While Enrolled in Service Academy.**

4.8. (U5370-H) *Members Reduced in Grade.**

4.9. (U5370-I) *Transportation of Household Goods Incident to Extension of Tour.**

4.10. (U5370-J) *Shipment of Household Goods Incident to a Court-Martial Sentence or Administrative Discharge Under Other Than Honorable Conditions.**

4.11. (U5370-K) *Transportation of Household Goods Incident to IPCOT**

4.12. (U5370-L) *Consumable shipment Allowance Incident To Tour Extension or IPCOT.*

The Deputy Under Secretary of the Air Force for International Affairs is designated to authorize or approve member's requests for shipment of an additional consumable allowance in connection with the tour extension or In Place Consecutive Overseas Tour of the Air Force personnel assigned to the Defense Attache System.

Chapter 5

TRANSPORTATION OF HOUSEHOLD GOODS WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR A PERIOD OF MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

5. (U5372) *Transportation of Household Goods When Member Officially Reported as Dead, Injured, Ill, Absent for a Period of More than 29 Days in a Missing Status, or Upon Death:**

5.1. (U5372-A) **General:** This paragraph contains five separate and distinct categories of eligible personnel:

- Member on active duty officially reported dead.
- Member on active duty officially reported injured.
- Member on active duty officially reported ill.
- Member on active duty officially reported absent more than 29 days in a missing status.
- Member who dies while entitled to basic pay.

5.2. (U5372-B) **Limitations (Time):** JPPSO-SAT/DIR is designated to authorize or approve extensions of the basic 1-year limit for shipment of household goods.

5.2.1. **IMPORTANT:** There is no lawful authority to authorize or approve an extension of time limit for nontemporary storage of household goods for dependents or heirs of a deceased member (see JFTR, paragraphs U5372-D3d and U5380-L, item 16).

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

5.3. (U5372-C) **When Authorized:** The authority for shipment can be supported by a copy of DD Form 1300, Department of Defense Report of Casualty, or other documents listed in AFI 34-502.

5.4. (U5372-D) **Storage:**

5.4.1. (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.

5.4.2. (U5372-D3) **Nontemporary Storage:**

5.4.2.1. (U5372-D3a) **Upon Death.** See paragraph 5.2.1.

5.4.2.2. (U5372-D3b) **Absent in a Missing Status:**

- **IMPORTANT:** This item refers to JFTR, paragraph U5380-L, item17, which provides an authority for nontemporary storage not to exceed 1 year from the missing status report. JPPSO-SAT/DIR is designated to authorize or approve extensions of the 1-year limit.
- **CRITERIA:** Extension of the nontemporary storage entitlement must be supported by a written statement from the appropriate Casualty Assistance Office, indicating that the status of the member remains within the purview of the Missing Persons Act.

5.5. (U5372-E) ***Termination of Missing Status.****

5.6. (U5372-F) **Appropriation Chargeable.** In any case in which appropriations are not quoted in an authorizing document, the TMO will procure the applicable appropriation from the local comptroller.

5.7. (U5372-G) **Administrative Instructions:**

- The Mortuary Affairs Officer is the primary point of contact for matters involving the death of a member.
- Upon notification of a member's death, the appointed Mortuary Officer, Summary Court Officer, and the Transportation Officer will coordinate the movement and storage of the deceased member's goods.

5.8. (U5372-H) ***Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 days in a Missing Status, and Spouse is also a Member.****

Chapter 6 STORAGE

6. Storage:

6.1. (U5375) Temporary Storage.

6.1.1. (U5375-A) General:

6.1.1.1. The TMO will maintain close liaison with housing, personnel, and sponsors to determine status of incoming personnel. The TMO will ensure that household goods are not placed into storage in transit before determining that the member could not accept property.

6.1.1.2. Departing personnel should be thoroughly briefed of their responsibility to promptly report to the TMO when they arrive at their new duty stations. Members should immediately notify the TMO when they obtain quarters. Normally, telephone contact is acceptable.

6.1.1.3. On receipt of advance shipping documents, contact from member or carrier, the TMO will establish an inbound active file.

6.1.1.4. The TMO and the member will be guided by the following provisions on temporary storage:

- When temporary storage is required at origin, two methods of storage may be used. If the member specified a geographical destination, a GBL authorizing SIT at origin may be issued to cover storage and movement. If the member does not designate a destination state, property will be placed in storage under a basic agreement contract or DPM contract.
NOTE: The TMO determines which method will be used based on the member's individual circumstances and/or which will result in the lowest overall costs to the government.
- If a GBL was used, it will be canceled when member fails to request shipment from temporary storage within the authorized time limitation. The TMO will obtain an invoice from the carrier or agent for origin services rendered and process payment to the local agent using local procurement services. If origin services were originally procured by local contractual arrangement, the contractor will be paid for services and storage. Any additional storage charges will be a responsibility for settlement between the member and the contractor.
- In circumstances noted above, collection action will be initiated against the member for origin services and storage paid by the government. If shipment is made at a later date and the member has not yet reimbursed the government, collection action will be canceled. The initial warehouse handling and storage will be considered as services authorized incident to the line-haul shipment. If payment has already been made, member may file claim for reimbursement.

- If 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, paragraph U5375-G) or if the member requests a shipment under the change-of-orders concept.
- Members separated in a NON-PAY status could also face situations wherein their maximum temporary storage expires before their shipping entitlements expire (i.e. goods placed in storage at origin before the separation date or member obtained an extension of the shipping time limitation.) In those circumstances, follow guidance above.

6.1.2. (U5375-B) **Time Limits:**

6.1.2.1. **First 90 Days of Storage:** The TMO will advise the member that temporary storage is an entitlement contingent upon necessity. Traffic management offices will not arbitrarily advise the member of an automatic entitlement to temporary storage. TMOs will maintain an effective suspense system on all temporary storage. Members will 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 that they understand and can comply with all instructions relating to their temporary storage entitlements.

6.1.2.2. **Storage After First 90 Days:** A member may apply for additional temporary storage after first 90 days using DD Form 1857, **Temporary Commercial Storage at Government Expense.** Temporary storage will not be authorized beyond 180 days, except under provisions of JFTR, paragraph U5375-Ba and b, even though the member agrees to reimburse the government. In this case, temporary storage will be terminated at 2400 hours on the 180th day, with the account reverting to the member's expense. Additional accrued storage charges will become a matter for resolution solely between the member and the storage company. In this case, the warehouse becomes the destination of the shipment. But, the member will be entitled to handling out, delivery, and unpacking, at government expense by contractual arrangement.

6.1.2.3. **Storage After First 180 Days:** Approval criteria for shipments in temporary storage from 181 to 270 days is delegated to the Traffic Management Officer. Approval authority for shipments from 271 days plus is delegated to the Installation Transportation Squadron Commander or Chief of Transportation: Approval criteria for shipments in temporary storage over 180 days is as follows:

- Storage required to permit direct delivery from temporary storage into government quarters, or
- 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 officer to ascertain the local housing situation) or,

- 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 responsibility to expeditiously seek and obtain adequate housing.

6.1.2.4. Additional Storage When Member Ordered on Temporary Duty or Deployed for More Than 90 days or for an Indefinite Period While Household Goods are in Temporary Storage: The Traffic Management Officer is designated to authorize or approve additional storage under JFTR, paragraph U5375-B3a. Disapproval of requests for additional storage will be made only with concurrence of the respective MAJCOM. Requests will include a copy of the member's TDY or deployment orders, together with statement from the member as to the necessity for additional temporary storage. Storage at government expense will terminate not later than 90 days after completion of TDY or deployment, unless the MAJCOM Director of Transportation approves additional storage (not to exceed an additional 90 days).

6.1.2.5. *Additional Storage Under Circumstances Beyond Member's Control.**

6.1.3. (U5375-C) *Temporary Storage in Connection With Shipment From Nontemporary Storage to Destination.**

6.1.4. (U5375-D) *Temporary Storage Converted to Nontemporary Storage.* The TMO is the appropriate authority to approve conversion from temporary storage to nontemporary storage (NTS).

6.1.5. (U5375-E) *Withdrawal and a Local Move of Partial Lots of Household Goods from Temporary Storage.**

6.1.6. (U5375-F) *Further Change of Station Orders Issued after Member Arrives at New Duty Station. (See JFTR, appendix A for definition of Effective Date of PCS Orders.)*

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

6.2. (U5380) Nontemporary Storage:

6.2.1. (U5380-A) **General:**

6.2.1.1. Military personnel on PCS from the CONUS to overseas are entitled to NTS of their personal property, within prescribed weight allowances. Time limitations will be as prescribed in JFTR, paragraph U5380-L.

6.2.1.2. To apply for NTS, members must submit a completed DD Form 1299 to the TMO, with required supporting documents as outlined in DOD Regulation 4500.34R.

6.2.1.3. The TMO will submit the following documents to the appropriate Service Finance Center: (i.e. US Army Finance and Accounting Center for Army and Air Force personnel).

- A copy of the DD Form 1299. When prepared from a letter request by member, include a copy of the letter.
- Copy of DD Form 1164, **Service Order for Household Goods**, showing the warehouseman's prepared net weight of the storage lot.
- Copy of the member's PCS order.

6.2.2. (U5380-B) **Place of Nontemporary Storage:**

6.2.2.1. General: When NTS is authorized from overseas, household goods are normally returned to a CONUS port of entry for NTS. NTS is authorized overseas, when such facilities are available and approved by the Military Traffic Management Command Area or Field Office for:

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

6.2.2.2. (U5380-B2) Return of Household Goods from Outside the Continental United States: Household goods returned from overseas for NTS will be forwarded to the CONUS military waterport terminal. Shipments will be marked and documented "*FOR NONTEMPORARY STORAGE*", and supported by a DD Form 1299 and the member's special orders.

- Port Terminal Action: The Terminal ITO will determine whether commercial or government facilities will be used for storage as required in DOD Regulation 4500.34R.
- Nontemporary Storage Facilities in Oversea Areas. See DOD Regulation 4500.34R.

6.2.2.3. (U5380-B3) *Nontemporary Storage Authorized While Household Goods are in Transit.**

6.2.3. (U5380-C) **Nontemporary Storage as an Alternative to Shipment:** The TMO is the authorizing or approving authority:

- When cost comparison indicates that NTS for the contemplated period of the new assignment will cost less than shipment of the property to the new duty station.
- For a specified period of storage which is less than the contemplated period of the new assignment. The 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.

- When household goods are in NTS and continued storage will cost less than shipment to the new assignment.

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

6.2.4. (U5380-D) **Nontemporary Storage Converted to Temporary Storage.** This entitlement applies only to the removal of household goods from NTS for line-haul shipment. The TMO is the authorizing or approving authority for this subparagraph of the JFTR. Unless the TMO authorizes additional storage under paragraph 6.1.2.3, a DD Form 139, *Pay Adjustment Authorization*, will be initiated to collect storage charges in excess of 180 days.

6.2.5. (U5380-E) **Nontemporary Storage of Household Goods Currently in Temporary Storage.** See JFTR, appendix A, for definition of "*Effective Date of PCS Orders.*"

6.2.6. (U5380-F) ***Withdrawal of Household Goods From Nontemporary Storage as an Alternative to Continued Storage.****

6.2.7. (U5380-G) **Nontemporary Storage of Household Goods Incident to Occupancy of Government or Government Controlled Quarters and Incident to Vacating Local Economy Quarters.** Applies to CONUS and overseas areas:

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

- When predetermined that a member will occupy government quarters upon arrival at a new duty station, the member may apply for NTS at his or her old duty station in CONUS. But only for those items declared excess to his or her requirements in assigned quarters at the new duty station. PCS within CONUS members are normally authorized permissive TDY for purpose of obtaining housing at new duty station. As such, they would be afforded the opportunity to inspect pre-assigned government quarters and could, at that time, determine NTS requirements at origin. The housing office at destination would have to issue appropriate orders (AF Form 150, *Drayage/Storage Authorization - Government Quarters*) and funding for the items authorized for NTS at origin.
- Members assigned to or between government quarters who intend to declare articles excess to their individual requirements, will submit a list of articles to the housing or billeting office that controls the assignment to government quarters.

IMPORTANT: The member will prepare a listing of articles to be placed into NTS. The responsible housing officer will review and authenticate this listing. Normally, this will be done before the actual movement of the property to, from, or between government quarters. The TMO

will not arrange, or store at government expense, any articles not identified on the inventory and approved by the housing officer.

- Property placed into NTS incident to the assignment to, from, or between government quarters will not be removed at government expense without the express consent of the housing or billeting officer, specific authorization of the ordering officer, and the knowledge of the Traffic Management Officer.
- Members vacating government quarters at personal expense will be entitled to storage (through date of quarters termination), and handling-out to warehouse platform, drayage, and unpacking at government expense or by government arrangement.
- Orders (AF Forms 150) authorizing drayage and storage at government expense will contain a fund citation provided by the housing or billeting officer. Budget and obligation authority will not be maintained by the TMO.

6.2.7.2. (U5380-G2) Incident to Vacating Local Economy Quarters. Written orders, citing specific authority for the local drayage and local O&M funds (Fund citations) are required to support application for such moves.

6.2.8. (U5380-H) **Nontemporary Storage When Ordered on Permanent Change of Station to Remote and Housing Shortage Areas in the Continental United States.** HQ USAF/LGTT is designated to authorize or approve nontemporary storage. The member's application will be submitted through command channels. The order issuing authority must indicate the restricted nature of the assignment.

6.2.9. (U5380-I) *Successive Periods of Entitlement to Nontemporary Storage.**

6.2.10. (U5380-J) *Orders Amended, Modified, Canceled or Revoked.**

6.2.11. (U5380-K) *Nontemporary Storage Upon Retirement.**

6.2.12. (U5380-L) Time Limits:

- Situation Numbers 1 through 16, 18 through 24, 26, and 27- Termination of Entitlement.*
- Situation Number 17 - Termination of Entitlement. JPPSO-SAT/DIR is designated to approve extensions under this provision.
- Situation Number 25 - Termination of Entitlement. Property awarded to an ex-spouse incident to divorce may remain in storage for a reasonable period of time. Period of time can not exceed the member's authorized period of storage based on the member's assignment at the time of the divorce.

6.3. (U5385) **Advance of Funds:** (See AFI 65-104)

6.3.1. The travel card may be used for personally procured household goods shipments, mobile home moves, and Do-It-Yourself (DITY) moves. The card may also be used to obtain

cash advances for personally procured mobile home moves and DITY moves. Cash advances are not authorized for personally procured household goods shipments. All DITY moves must be approved by the Traffic Management Office in advance of the move, and all members are strongly encouraged to obtain an estimate of the cost they will be reimbursed by the Government before utilizing the card in this manner.

PART TWO
TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)
Chapter 7
SHIPMENT OF POVs

7. Shipment of POVs.

7.1. (U5400) **General.***

7.2. (U5405) **Eligibility:**

7.2.1. The "ownership prior to effective date of orders provision" does not apply for shipment of POVs, except when a FPOV is moved under JFTR, paragraph U5415-B.

7.2.2. Married military members are each authorized shipment of a POV in their own right.

7.3. (U5410) **Basic Entitlement:***

7.3.1. (U5410-A) **Transportation of Vehicle:**

7.3.1.1. **Overseas Tour of Duty in Excess of 1 Year:** The member must have a minimum of 1 year remaining on the current PCS at the time the POV is delivered for shipment. The POV must be delivered to the port within 90 days of the member's or dependent's departure from CONUS. If delayed beyond 90 days, the POV may be shipped only upon written approval of the overseas commander. For the purpose of this entitlement, overseas commander authority may be delegated to squadron level. POVs may be accepted by the CONUS port pending receipt of approval from the overseas command. However, the member must be advised that the POV will be placed into commercial storage at personal expense if approval is denied.

7.3.1.2. **Overseas Tour of Duty for 1 Year or Less:** The POV must be delivered to the military port within 30 days after the departure of the member from the CONUS.

7.3.2. (U5410-B) **When Transportation to New Station Is Not Permitted.**

7.3.2.1. HQ USAF/LGTT is the determining authority under JFTR, paragraph U5410-B1, 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 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 will accept the vehicle.

7.3.2.2. For shipments under JFTR, paragraph U5410-B1 item c, the member will bear all costs related to payment of customs, import duties, etc.

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

- Members may ship one POV for their personal use or their dependent's use to the port serving their new PDS, or
- Members in transiting CONUS may ship one POV under Military Sealift Command (MSC) arrangements to CONUS for personal use. The POV can then be moved under MSC arrangements 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.
- Advance approval by the Traffic Management Officer or Installation Transportation Officer is required for shipping POVs involving transshipment through CONUS. Requests will be submitted to losing Traffic Management or Installation Transportation Officer for approval/disapproval consideration. Requests will 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 POV is otherwise eligible for movement. Members are not entitled to the allowances prescribed in JFTR, paragraph U5410-D for the pickup and delivery of the POV at CONUS ports. .

7.3.4. (U5410-C) **Transportation of a Replacement Vehicle:** MAJCOM and SOA Directors of Transportation having logistical responsibilities in the overseas areas are designated to make replacement vehicle determinations. This section pertains to shipment of US POVs from CONUS to the overseas station.

7.3.5. (U5410-D) ***Reimbursement for Delivery and Pickup of Privately Owned Vehicles to and from Ports Designated for Loading and Unloading Privately Owned Vehicles for Transportation.****

7.3.6. (U5410-E) **Transportation of POVs Overland By Carrier:** SAF/IA (AFAAO) is designated to authorize or approve requests under JFTR, paragraph U5410E-2c for Air Force personnel assigned to US Defense Offices worldwide.

7.3.7. (U5410-F) **PCS Within CONUS:** The Base Traffic Management Officer is designated to authorize or approve these types of requests. It is the member's responsibility to provide documentation (i.e. letter from a doctor, or letter from MPF as appropriate) substantiating the request.

7.4. (U5415) **Limitations:**

7.4.1. (U5415-A) **Restrictions on Transportation:** See DOD Regulation 5030.49R and PPCIGWW, Volume II - Overseas. 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 PPCIGWW, Volume II, Japan.

- The waiver authority does not include Okinawa because it does not have the air pollution laboratory required for emission testing.
- Member is responsible for all charges associated with meeting Government of Japan vehicle emission standards
- 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
- Commanders and members must understand that 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 approved.

7.4.1.1. (U5415-A3) The formula for determining the measurement ton (MT) size of a POV is the length times the width times the height (in feet) divided by 40. (EXAMPLE: (L) 17' x (W) 8' x (H) 5.75' equals 782 cubic feet; divided by 40 equals 19.5 MTs). Except for members who are authorized shipment of an oversized POV for medical reasons, excess costs on shipment of POVs exceeding 20 MTs will be collected as follows:

- Members Remaining in a Pay Status. Upon shipment of a POV in excess of 20 MT, POV processing personnel at the terminal will:

1) Prepare a DD Form 139, Pay Adjustment Authorization, when the POV is accepted for shipment. The member must add the following statement on DD Form 139 and sign it:

"Shipment involves excess cost. POV exceeds 20 MT and reimbursement for _____ MT required. In consideration of shipping my oversized POV, I hereby authorize deduction from my pay for the \$ _____ in excess transportation charges.

Member's Signature

NOTE: When local port processing procedures preclude placing the above consent statement on the DD Form 139, it may be typed on the DD Form 788, Private Vehicle Shipping Document for Automobile, or on a separate paper and attached to the DD Form 139.

- 2) 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 will return a copy of the DD Form 139 to the terminal commander certifying that collection action has been initiated.
- 3) Retain a copy of the form and provide a copy to the member.
- 4) The member will be advised that JPPSO-SAT/ECAF will initiate excess cost collection action.

- **Members Not Remaining in a Pay Status.** Excess cost for members who will not remain in a pay status or for costs resulting from other than excess size (MTs) for all members, must be collected at the port of embarkation (POE) in advance of shipment. Excess costs collected will be deposited with the appropriate disbursing officer.

7.4.2. (U5415-B) **Transportation at Government Expense of Foreign-Made Privately Owned Vehicles:**

7.4.2.1. (U5415-B1) General:

- MAJCOM and SOA Directors of Transportation in overseas areas are delegated to authorize or approve waivers of the 1-year-ownership requirement. **EXCEPTION:** Authority or approval to waive the 1-year-ownership requirement rests with the Wing Commander at either Yokota, Misawa, and Kadena air bases in Japan. Recommended disapprovals will be forwarded to 5AF/LGT for final determination.
- This waiver includes approved FPOV replacements shipped from nonexempt locations and those FPOVs shipped from exempted locations identified in JFTR, Appendix E.
- The 12-month-purchase requirement is satisfied by the date of a contract or actual purchase of a FPOV.

7.4.2.2. (U5415-B3) Exceptions:

- **Shipments at Government Expense:** The Installation Transportation Squadron Commander or Chief of Transportation is designated as the overseas commander having the authority of authorizing/approving/disapproving foreign made privately owned vehicle (FPOV) exceptions under paragraphs U5415-B3, items e, f, and g. The following is additional criteria to be considered under U5415-B3, items e and f. Loss through wear and tear and evidence of deliberate destruction will not qualify under U5415-B3, items e and f. See paragraph U5415-B3, item g for exception to the wear and tear provision when a consecutive overseas tour is involved. The original destroyed POV must have been shipped to the overseas command by government arrangement and at government expense.

NOTE: The original destroyed POV is eligible for replacement consideration if it was sold to another eligible member before being destroyed. The current owner must be able to produce documents to indicate the destroyed vehicle was originally shipped at government expense.

EXAMPLE: *Member one ships POV to overseas area at government expense and then sells POV to member two. POV is destroyed in accident by member two. Member two is the only eligible member that can use that same POV for consideration of having a replacement FPOV approved. Acquisition of a Foreign-Made POV before the date of loss of original POV can qualify under U5415-B3, item f. When a member loses an original vehicle under circumstances in JFTR, paragraph U5415-B3, item e and has in his possession a second POV which is considered adequate, acquisition of a FPOV*

replacement does not qualify. When there is no urgent need for purchase of a replacement POV, FPOV replacements will not be approved.

- **Space Available Shipments:** Military members entitled to ship a POV may ship one FPOV, not otherwise eligible for government shipment, to the United States on a space-available basis. The shipment must be aboard MSC-controlled vessels and is subject to payment of all port accessorial charges and 25 percent of the ocean transportation costs. Individuals who ship a POV at government expense are not authorized to ship another POV on a space-available basis. **Transshipment Charges:** When direct ocean shipping is not available, the member must pay the port accessorial charges at each transshipping point and 25 percent of all ocean transportation charges. Charges are payable in full at the time the POV is delivered and accepted at the loading port. Collections will be documented on DD Form 1131, **Cash Collection Voucher**, citing individual costs for services to be performed. The accounting classification used will be the appropriate classification contained in DOD Regulation 4500.32R, Volume II. Amount collected will be sent to the appropriate FSO for deposit as appropriations reimbursement. **DOT and EPA Requirements:** Individuals contemplating the shipment of a Foreign-Made POV on a space-available-reimbursement basis should be made aware of their requirement to meet DOT and EPA standards. Also, they should be advised to obtain modification requirements from the manufacturer.

7.5. (U5425) *Methods of Transportation.**

7.5.1. (U5425) *Government and Commercial Means.**

7.5.2. (U5425-B) *Reimbursement for Personally Procured Transportation.**

7.6. (U5435) **Ports Used:**

7.6.1. (U5435-A) **Designation of Ports:**

- The designated port for entitlement purposes will be the port nearest the old or new duty station or a port between the old and new duty station.
- See DOD Regulation 4500.34R for identification of ports which have service between the shipping and receiving points.

7.6.2. (U5435-B) **Alternate Ports.**

7.6.2.1. **Alternate Ports:**

- For entitlement purposes, shipments from an alternate port located in a different country than the designated port's country, requires Secretary of the Air Force authority or approval. Request will be forwarded to the applicable MAJCOM for

initial determination. If requests contain adequate justification, it will be forwarded to HQ USAF/LGTT for review and ultimate consideration at the secretarial level.

- Any request forwarded must contain a strong MAJCOM-recommended endorsement. Prime considerations in forwarding a case for review are those situations beyond member's control and those where approval would alleviate an undue hardship. **EXCEPTION:** Members in Europe can use any port for USPOVs and FPOVs provided members pay excess costs. FPOVs must be authorized for shipment under JFTR.

7.6.2.2. Other than Primary Shipping Port Usage Within the CONUS. Approval for shipment through CONUS alternate shipping ports is required from the CONUS Ocean Cargo Clearing Authority (OCCA) before turn-in of POV (see DOD Regulation 4500.34-R). Shipment from other than a primary or alternate shipping port requires advance approval from the appropriate USAF/WPLO. The member will be advised in writing of the approving authority's determination; probable delays, such as, infrequent sailings due to port selection; and of his or her responsibility for payment of any excess cost for use of a port other than a primary port. Such costs should be collected at the port in advance of shipment. A copy of all approvals for shipment through other than a primary port will be forwarded to JPPSO-SAT/ECAF. As appropriate, this copy will be annotated "*No excess cost involved*" or "*Excess cost of \$ ___ collected.*"

7.6.3. (U5435-C) Transshipment From Designated Port:

7.6.3.1. Delegation: HQ USAF/LGTT is designated to make determinations on these requests.

7.6.3.2. Criteria: In addition to the criteria noted in JFTR, paragraph U5435-C, items 1, 3, and 4, transshipment may be authorized when it has been conclusively determined that the POV was improperly shipped through no fault of the member, according to JFTR, paragraph U5440-B.

7.7. (U5440) *Factors Affecting Transportation of a Privately Owned Vehicle:**

7.7.1. (U5440-A) *Transportation of Privately Owned Vehicle May be Deferred.**

7.7.2. (U5440-B) *Shipping Error.**

7.7.3. (U5440-C) *Orders Amended, Modified, Canceled or Revoked.**

7.7.4. (U5440-D) *Transportation Before Orders Issued.**

7.8. (U5445) *Excess Costs: See paragraph 7.4.*

7.9. (U5450) **NOT USED.**

7.10. (U5455) **Transportation of Privately Owned Vehicle Under Unusual or Emergency Circumstances:**

7.10.1. (U5455-A) ***Incident to Unusual or Emergency Circumstances - Official and Personal Situations.****

7.10.2. (U5455-B) **Member Reassigned from Station Outside the Continental United States to Which Travel of Dependents Is Authorized to a Station to Which Travel Is Not Authorized Before Vehicle Is Transported from the Continental United States Port.** This paragraph authorizes intercoastal or intracoastal water shipment of a POV. The authorization is to a port serving the designated location of dependents, when such designated location is in the CONUS. When the dependents travel to Alaska, Hawaii, Puerto Rico, or a US territory or possession, shipment is authorized as provided in JFTR, paragraph U5410-B1, item b.

7.10.3. (U5455-C) ***Incident to Alert Notice.****

7.10.4. (U5455-D) ***Evacuation From a Duty Station Outside the Continental United States.****

7.10.5. (U5455-E) **Member Officially Reported as Dead, Injured, Ill, or Absent for a Period of More Than 29 Days in a Missing Status, or Upon Death.**

- POVs will not 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.
- DD Form 1300, or documents listed in AFI 34-502, may be used to support the procurement for shipment. Also, the dependent travel order may be used if travel of dependents is applicable.
- If the DD Form 1300, or other authorizing documents do not contain an appropriation, the TMO will obtain an appropriation from the local Comptroller.
 - Commercial "Drive-Away" service will NOT be used for overland shipment of POVs.
 - 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, will not be transported as a POV under the provisions of this paragraph.

7.11. (U5456) ***Transportation Incident to a Divorce.****

7.12. (U5457) **Time Limitation for Transportation of Privately Owned Vehicle Incident to Separation or Relief From Active Duty:** A member who is separated with entitlement to travel pursuant to JFTR, paragraph U5125-A2, may have a POV shipped. Shipment is authorized to a port nearest the home of record or place of entry into the service (as applicable), provided:

- The home of record or place of entry is so located as to authorize trans-oceanic shipment as defined in JFTR, paragraphs U5405, U5425-A, and U5435-B.
- The POV is offered to a military water port before 2400 hours on the 180th day after separation or release from active duty. JPPSO-SAT has extension approval authority involving hardships. (See paragraph 3.4.6.2.)

- The shipment is not prohibited by the provisions of JFTR, paragraph U5415-B.
- Members understand that they will be responsible for all taxes, duties, and other entry requirements if the shipment destination is in a foreign country, US Territory, or Possession.

7.13. (U5458) Time Limitation for Transportation of Privately Owned Vehicles Incident to Retirement, Placement on Temporary Disability Retired List, Discharge With Severance Pay, or Involuntary Release to Inactive Duty with Readjustment or Separation Pay: A member who is retired with entitlement to travel pursuant to JFTR, paragraph U5130-A1, may have a POV shipped. The POV shipment is authorized to a port nearest the home of selection, provided:

- The home of selection is located within the authorization area to allow trans-oceanic shipment as defined in JFTR, paragraphs U5405, U5425-A, and U5435-B.
- The POV is offered to a military water port 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 3.5.4.1, 3.5.4.2, 3.5.5.1, and 3.5.6.1.)
- The shipment is not prohibited by the provisions of JFTR, paragraph U5415-B.
- Members understand and agree that they will be responsible for all taxes, duties, and other entry requirements if the shipment destination is in a foreign country, US Territory or Possession..

7.14. (U5460) Care and Storage: Except as authorized in paragraph U5455-E2, JFTR, 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 overseas areas. Normally, such holding time will not exceed 45 days.

7.15. (Appendix E) Criteria for Exempting Overseas Locations From Prohibition on Shipment of Foreign Made POVs (FPOV): Air Force commanders can submit requests for exemption from the prohibition on shipment of foreign made POVs. The request will be submitted to HQ USAF/LGTT through the Director of Transportation of the overseas MAJCOM. The request will be in strict accordance with the format in JFTR, appendix E.

PART THREE
MOBILE HOME ALLOWANCES
Chapter 8
TRANSPORTATION OF MOBILE HOMES

8. Transportation of Mobile Homes.

8.1. (U5500) General:

8.1.1. Except as provided in paragraph 8.3.2, allowances are in lieu of transportation of baggage and household goods. Allowances are only authorized for transporting a mobile home within CONUS and Alaska, and between the CONUS and Alaska. When ordered TDY en route, shipment of TDY weight allowance will not preclude the member from receiving mobile home allowances.

8.1.2. Members moving mobile homes must be given a copy of AFP 75-44, Guide for Movement of Mobile Homes (Joint Service Pamphlet) and DD Form 1800, **Mobile Home Inspection Record**. The member should use DD Form 1800 as a guide in completing premove requirements.

8.2. (U5502) Conditions for Eligibility. Shipment for members who will not remain in a pay status or for dependents or heirs of deceased members is authorized. The Personal Property Government Bill of Lading (PPGBL) will 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. The member's dependents or heirs must be advised that any further excess costs (all costs over the "allowable costs" listed in JFTR, paragraph U5505-D, plus "costs not allowed" listed in JFTR, paragraph U5505-E) must be settled with the carrier at destination.

8.2.1. Service members who are assigned from CONUS to overseas remote assignment with a follow-on assignment to the CONUS or Alaska, can ship a mobile home to the follow-on location where they intended to use the mobile home as a residence upon return from the remote assignment. Members would be responsible for making arrangements for receipt and disposition of the mobile home upon its arrival at destination.

8.3. (U5505) Basic Entitlements:

8.3.1. (U5505-A) *Between Permanent Stations Within the Continental United States, Within Alaska, and Between Permanent Stations in the Continental United States and Alaska.* *

8.3.2. (U5505-B) **Between Permanent Stations in the Continental United States or Alaska and Permanent Stations Outside the Continental United States or Alaska.** These members are entitled to transportation of baggage and household goods to the new duty station in addition to transportation of a mobile home as prescribed in the following paragraphs. The total cost to the government for transportation of baggage and household goods plus transportation of a mobile home is limited. It may not exceed the cost to the government to ship the member's maximum weight allowance between authorized points.

8.3.3. (U5505-C) ***Upon Separation From the Service, Relief From Active Duty, Placement on the Temporary Disability Retired List, or Retirement.****

8.3.4. (U5505-D) **Allowable Costs:** At time of counseling, review with member the accessorial services required to prepare the mobile home for movement. Determine which accessorial services will be performed by the member, carrier, or TMO (see paragraph 8.1.2.)

8.3.5. (U5505-E) **Costs Not Allowed:** During counseling, ensure members understand that they must pay these charges, even though total allowable costs are less than the cost allowed for the move.

8.4. (U5510) ***Methods of Shipment.****

8.4.1. (U5510-A) ***Government Procured Transportation.****

8.4.2. (U5510-B) ***Reimbursement for Personally Procured Transportation.****

8.5. (U5515) ***Factors Affecting Transportation of Mobile Home.****

8.5.1. (U5515-A) **Election of Mobile Home Allowances:**

8.5.1.1. TMOs processing applications for government arranged transportation of a mobile home as prescribed in paragraph 8-4.1 must add the following statement in DD Form 1299, block 19:

"I _____ understand that movement of my mobile home on a reimbursable basis or government arrangement precludes shipment of personal property in connection with a PCS within the CONUS and Alaska or between the CONUS and Alaska, as applicable."

- When processing a claim for reimbursement as prescribed in paragraph 8.4.2, the member will prepare and sign the statement. The TMO will retain a copy of this statement.

8.5.2. (U5515-B) **Breakdown of Mobile Home En Route.** See JFTR, paragraphs U5330-F5b and U5530-F5c.

8.5.3. (U5515-C) ***Improper Shipments.****

8.5.4. (U5515-D) ***Orders Amended, Modified, Canceled, or Revoked.****

8.5.5. (U5515-E) ***Transportation of a Mobile Home From a Prior Permanent Duty Station.****

8.5.6. (U5515-F) ***Transportation Before Orders Issued.****

8.5.7. (U5515-G) ***Household Goods Removed From Mobile Home to Meet Safety Requirements. The cost of transporting these articles will be deducted from the total cost allowed for shipment of mobile home.****

8.6. (U5520) ***Excess Costs For Transportation of Mobile Home of Separated Member, Deceased Member, and Heirs of Deceased Member.****

8.7. (U5530) **Local Moves.** Separatees and retirees terminating government facilities are entitled to a local move of their mobile home and a subsequent shipment in conjunction with their separation or retirement entitlement.

8.8. (U5540) ***Transportation of Mobile Home Under Unusual or Emergency Circumstances.****

8.8.1. (U5540-A) ***Transportation of Mobile Home When Dependents Travel in Advance of member's PCS Due to Official and Personal Situations.****

8.8.2. (U5540-B) ***Transportation of Mobile Home Incident to Alert Notice.****

8.8.3. (U5540-C) ***Transportation of Mobile Home Incident to Extensions of Tours.****

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

8.9.1. (U5545-A) ***Member Officially Reported As Absent in a Missing Status.****

8.9.2. (U5545-B) **Upon Death of the Member.** JPPSO-SAT/DIR is designated to authorize or approve extensions of the basic 1-year-time limit pursuant to this paragraph of the JFTR. (Same criteria as stated in paragraph 5.2.2.)

8.10. (U5555) **Temporary Storage:**

8.10.1. (U5555-A) **General:** TMOs will authorize storage-in transit (SIT) only in DOD-approved storage facilities. Guidelines for approving SIT facilities are prescribed in DOD Regulation 4500.34R.

8.10.2. (U5555-B) ***Time Limits.****

8.10.3. (U5555-C) ***Orders Amended, Modified, Canceled, or Revoked.****

8.10.4. (U5555-D) ***Further Change of Station Orders Issued After Member Arrives at New Duty Station.****

8.11. (U5560) ***Advance of Mobile Home Allowances: (See para 6.3.1. and AFI 65-104)***

PART FOUR
GENERAL ADMINISTRATIVE GUIDANCE
Chapter 9
GENERAL SUPERVISION

9. General

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

9.2. Exception to Provisions of the Joint Federal Travel Regulation (JFTR) Prohibited:

9.2.1. The JFTR is a direct implementation of the laws enacted by the Congress and has the same force and effect. There is NO authority to grant an exception or a waiver to any provision of the JFTR. **DO NOT FORWARD SUCH REQUESTS TO HQ USAF FOR CONSIDERATION.**

9.2.2. Recommended changes to the JFTR may be submitted through channels to HQ USAF/DPPC, Washington DC 20330-5000.

9.3. Excess Costs:

9.3.1. General:

9.3.1.1. Cost Equalization: Equalization of cost is prohibited when:

- Weight more than the prescribed allowance is shipped at a lesser rate than the rate between authorized origin and destination. An excess of weight remains an excess.
- Less than the prescribed weight allowance is shipped at a higher rate than that applicable to the authorized destination. The higher rate remains an excess.

9.3.1.2. Sequence of Shipments (Effective 1 October 1984). Excess cost will be computed on the shipment which results in the least cost to the military member or civilian employee.

9.3.1.3. Estimates: Costs or weights computed by persons other than TMO or FSO are estimates only. They will not be used to dispute the amount identified by authorized offices.

9.3.1.4. Excess Costs: Excess costs incurred by civilian employees will be collected as prescribed in JTR, Volume 2.

9.3.2. Circumstances in Which Incurred:

- Excess Weight: 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 MAC cube rule must be used to determine AMC charges. AMC TP-4 rates are an exception and are computed on a per hundred weight (CWT) basis. See AFR 76-11. However, the excess costs will always be based upon the carrier recorded weight of the shipment.

- **Excess Mileage:** Excess costs will include the cost for the excess mileage for the entire shipment.
- **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.
- **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 will include the cost of the special services.
- **Shipment in Separate Lots Between Same Points (Other Than Separate Shipment of Household Goods or Unaccompanied Baggage:)** A member is authorized to ship one lot of household goods between the same authorized points. Excess cost is incurred when the actual cost of multiple shipments exceeds authorized cost for a single shipment.
- **Higher Release 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.
- **Higher Cost Destination:** A member may request shipment to a destination where the cost of shipment exceeds that to the authorized destination. Excess cost applies even though the member stays within authorized weight allowance and/or mileage is less than to authorized destination.
- **Excess HHG Weight in Commercial Nontemporary Storage (NTS) Facilities:** When excess weight situation become know, TMOs will not convert the overweight portion of these lots to the member's account unless advised to do by JPPSO-SAT/ECAF. JPPSO-SAT/ECAF will review all shipments and storage accounts for the member and determine to which shipment or storage account the excess weight should be applied.
- **Excess HHG Weight in Government NTS Facilities:** HHG in excess of the member's weight allowance will be paid by the government and charged to the member. Charges include preparation, drayage, handling, and storage. TMOs will not bill members unless advised by JPPSO-SAT/ECAF. JPPSO-SAT/ECAF will review all shipments and storage accounts for the members and determine to which shipment or storage account the excess weight should be applied.
- **Unauthorized Articles:** Chargeable costs include items noted above and any other service provided for the weight of unauthorized articles involved. Computation of excess costs will require that the unauthorized articles be separately weighed. If separate weighing is not practical, the weight may be computed on the basis of 7 pounds per cubic foot measurement of the unauthorized articles. Use 40 pounds per cubic foot measurement for professional books, papers, and equipment.
- **Combination of Excess Costs:** On occasion, excess costs may be incurred for any combination of the circumstances noted above.

9.3.3. Excess Cost Responsibilities:

9.3.3.1. The Transportation Division, Defense Finance and Accounting Service (DFAS-IN) will give JPPSO-SAT/ECAF information on Air Force-funded shipments with potential excess cost.

9.3.3.2. JPPSO-SAT/ECAF will:

- Identify excess cost on active duty, retired, USAFR, and ANG military personnel and Department of the Air Force civilian employees.
- Determine which shipment or storage lot results in the least cost to the member or employee. Notify the responsible TMO/ITO when the NTS lot is the least costly.
- Initiate collection action by preparing DD Form 139 and submitting it to the member's servicing FSO or DFAS-IN, as appropriate.
- Provide adjudication of excess cost rebuttals for all Air Force-funded shipments. Final results will be sent to the servicing FSO for appropriate action.
- Compute, document, and initiate collection of excess cost for destination charges on all DPM shipments, excluding separatees.

9.3.3.3. The FSO or DFAS-IN will effect collection if member agrees with the excess cost computation. If the member does not agree, comply with processing procedures in 9.9.5 below.

9.3.3.4. The Traffic Management Officer (TMO) will:

- On excess costs for movement under local drayage contracts, document and forward case file to JPPSO-SAT/ECAF.
- Compute, document, and initiate collection for military members or civilian employees not in a pay status and next-of-kin of a deceased members. Collection action of known costs must be made before movement of the personal property and the amount annotated on the GBL. Destination TMOs will initiate collection action for costs incurred after the shipment departs from origin.
- Compile and forward all available documentation to substantiate allegations contained in a letter of rebuttal.
- Identify on the GBL for members 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 DOD Regulation 4500.34R); 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.
- Annotate Transportation Control Movement Documents (TCMD) prepared for property entered directly into the Defense Transportation System (DTS) with

- contractual service cost, pieces, weight, and cube. Weight will consist of gross, tare, and net. Transshipping activity will annotate this cost data on the GBL.
- Make sure individuals exceeding their unaccompanied baggage (UB) weight allowance are advised of the premium cost of air versus surface modes. If the member, after notification, wishes to ship surface, change the mode of shipment to reduce excess cost. **THIS OPTION MUST BE MADE BEFORE SHIPMENT DEPARTS FROM ORIGIN.**
 - Tell members in a NON-PAY status to contact the destination TMO for help with excess cost rebuttals.

9.3.4. Excess Cost Documentation For Members and Employees in a NON-PAY Status.

When shipment or local drayage involves excess charges, the TMO will:

9.3.4.1. Determine in advance that the member or employee is willing to bear all excess cost to effect movement. A member or employee who declines this option must remove enough weight from the shipment after processing for movement or storage. All costs involved for the origin services and re-preparation must be paid by the member or employee.

9.3.4.2. Compute the excess cost: Prepare five copies of DD Form 1131 (Cash Collection Voucher). Include the appropriate accounting classification and excess cost computation. Place case file in suspense pending verification that charges have been paid. Tell the member to give the FSO the following:

- 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.
- Five copies of the DD Form 1131 with one copy of the DD Form 1299 and applicable special orders.

9.3.4.3. Tell the member or employee to return two copies of the DD Form 1131 showing voucher number, date, and amount collected to the TMO. Shipment will not be made until DD Form 1131 is returned.

9.3.4.4. Annotate 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 an SF 1200, **Government Bill of Lading Correction Notice**, stating the above information and forward a copy to JPPSO-SAT/ECAF.

9.3.4.5. Note that if excess charges other than excess mileage are discovered after the owner's departure, the TMO will not release the shipment. The owner will be notified that payment is due. Pending disposition instructions or payment, shipments may be placed into temporary storage within the authorized storage entitlement, at origin. The property owner will make personal arrangements to settle any indebtedness with carriers or agents incident to removal of items. Notification will be by priority means to the owner and destination TMO, and will include:

- Notice that the shipment is being held pending settlement of the excess cost, and reason for the excess cost. (Reference JFTR, paragraph U5340-F.)
- Notice that shipment has been placed in storage (including location).
- Information on whether storage is at property owner's or government's expense.
- Date of expiration of storage at government expense.
- Notice that any such storage will be deducted from the storage entitlement at destination, if any.
- Notice that payment or requested disposition action must be received prior to the expiration date of the storage entitlement period. If not, the TMO will cancel further storage at government expense and revert the account to owner's expense.
- Notice that payment or requested disposition action must be received before the expiration date of the shipment entitlement. If not, no further shipment will be made at government expense or arrangement unless the member obtains an extension of the shipping entitlement.

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

9.3.5.1. The servicing FSO will comply with procedures in AFM 177-373, Volume 1.

9.3.5.2. The member or employee presenting a rebuttal to an excess cost charge for shipment of personal property or mobile home will:

- Contact the destination TMO for proper counseling on rebuttal procedures.
- Prepare a letter stating all reasons for the rebuttal. Include copies of ALL applicable orders.
- Provide legible copies of the inventories if the allegations are based on PBP&E.
- Provide two copies of adjudicated DD Form 1844 if allegations are based on missing or irreparably damaged items.

9.3.5.3. The destination TMO (including JPPSO/CPPO when applicable) will:

- Review the member's case file and advise the member whether grounds for rebuttal action is deemed appropriate.
- Counsel member 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 eliminations. Member states or alleges any of the following: 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 nonavailability 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.*

- Advise servicing FSO of rebuttal action with copy of transmittal letter of rebuttal sent to JPPSO-SAT/ECAF.
- Determine and state which shipments were reweighed and provide legible reweigh documentation.
- State total number of shipments received and identify costs in all modes associated with destination service. Examples of costs include temporary (in transit) storage, warehouse handling, drayage, etc.
- Furnish the complete case file including local moves to JPPSO-SAT/ECAF. Include the TMO response to the member's allegations.
- State if collection was made for any other contractual service. If so, provide a copy of the applicable DD Form 1131. If collection was not made, do not issue a DD Form 139 incident to the rebuttal action. Provide rates upon which collection should have been made.
- Determine 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 irreparably damaged, provide copies of adjudicated DD Form 1844 and documentation required by paragraph 9.3.
- Forward the complete rebuttal file to JPPSO-SAT/ECAF. Forward rebuttal cases for separated or retired members to DFAS-DE/AJCR 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.

9.3.5.4. When the suspense date on the FSO letter cannot be met, the TMO, member, or employee will request an extension from FSO.

9.3.5.5. JPPSO-SAT/ECAF will review, adjudicate, and:

- If indebtedness is sustained, prepare a letter to the servicing FSO, or DFAS-DE. State that rebuttal is denied and collection is in order.
- If indebtedness is adjusted, prepare a letter explaining the reason for the adjustment and attach a new DD Form 139.
- If indebtedness is canceled, prepare a letter canceling the DD Form 139.
- Provide destination TMO with a copy of final adjudication letter.

9.4. 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 or Naval Records. Forms are obtained from and processed by Customer Service, MPF.

- Before BCMR action involving excess costs can occur, the member must appeal the case by filing a rebuttal. The BCMR application must be supported by a copy of the final adjudication from JPPSO-SAT/ECAF.
- Enlisted members on active duty must file for remission (cancellation) of the debt BEFORE SUBMITTING FOR BCMR. Request must be sent to DFAS-DE through their local FSO. A copy of the response from DFAS-DE must accompany the BCMR application.
- If BCMR request is upheld, JPPSO-SAT/ECAF will prepare a credit DD Form 139 and send it to AFAFC for modification or termination of the indebtedness.

9.5. Airlift of Household Goods. Shipment of household goods by air to, from, or between Hardlift areas, listed in attachment 6, and via AMC TP-4 do not require prior approval. Airlift to any other area requires prior authorization or approval. JPPSO-SAT/DIR is delegated authorization or approval authority for airlift. Absolute preference will be given to the use of Air Mobility Command resources.

9.5.1. Airlift requests to, from or between other than approved Hardlift areas or AMC TP-4 shipments will be sent through the MAJCOM to JPPSO-SAT/DIR. The TMO/ITO will initiate the request which will, as a minimum, include the following:

- Name, grade, and social security number of member.
- Origin and destination of shipment. (Identify applicable origin and destination military installation.)
- Pickup date and RDD.
- Pieces, weight, and cube.
- Original code of service, name of carrier, and GBL number.
- Circumstances (obtained from the origin TMO/ITO) resulting in inability to move via surface to include, as applicable: carrier delay in delivery to port; port processing delays; vessel availability (past and anticipated); origin TMO/ITOs failure to comply with applicable routing guide; port agent deficiency; failure to effect shipment from origin; or other pertinent data.
- Specific hardships being 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.
- Any other data which would assist in evaluation of requests.

9.5.2. Airlift requests will be transmitted by message. Include the Air Force Distribution Control Office "AFDCO WPAFB OH//LGTA////" as an info addressee. (Under conditions of MINIMIZE, state *MINIMIZE CONSIDERED*. Telephonic requests will not be accepted.

9.5.3. Disapproval authority for airlift requests will remain at HQ USAF/LGTT. If JPPSO-SAT/DIR believes the request for airlift lacks adequate justification, telephonic coordination will

be made with HQ USAF/LGTT. An airlift request will only be disapproved with the concurrence of HQ USAF/LGTT.

9.5.4. Requests for airlift of personal property of a civilian employee will include authority to cite the specific allotment. If authority of the agency controlling the funds has not been obtained, they will be included as an action addressee. They will be requested to furnish JPPSO-SAT/DIR authority to cite their funds to defray cost of airlift. The controlling agencies are:

- The gaining civilian personnel office for Air Force employees.
- DLI/ELC, Lackland AFB TX/LEANO for Defense Language Institute (DLI) employees.
- The gaining Department of Defense Dependent Schools (DODDS) Regional Office for Air Force shipments.

9.5.5. Air Mobility Command (AMC) TP-4 Airlift of Household Goods:

- AMC TP-4 airlift of household goods uses AMC excess byproduct airlift capability.
- Property is airlifted on a space-available basis at surface competitive rates.
- AMC TP-4 airlift of household goods can be used with Code T or DPM shipment modes. However, the availability of this service is controlled by the tonnage allocation provided by AMC over specific airlift channels.
- The TP-4 tonnage allocations from overseas to CONUS and between overseas areas are controlled by the overseas air terminal commanders and passed on to traffic management offices through the Airlift Clearance Authority (ACA).
- The CONUS to overseas TP-4 tonnage is allocated by HQ AMC TACC/TRKI and given to the shipper services. The Air Force allocations are controlled by AFDCO/LGTA, Wright Patterson AFB, OH.
- 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. The TMO will 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 will indicate their request for TP-4 movement by annotating the request on the DD Form 1299 forwarded to the shipping office.
- Shipments from Alaska, Hawaii, and other overseas points destined for CONUS nontemporary storage can be routed via TP-4. However, those shipments will not be moved by TP-4 until all other shipments with a specific destination have been moved.
- Once a shipment is cleared by the appropriate clearance authority (ACA/AFDCO), it will move as TP-4. Shipments will not be pulled out of the airlift system by AMC and diverted to surface movement without the approval of AF/LGTT.

9.6. **OSI Investigations.** HQ USAF/LGTT will send OSI reports concerning personal property and POVs to the appropriate MAJCOM. The MAJCOM will conduct a review and, if applicable, recommend a course of collection action to the JPPSO-SAT/ECAF.

9.7. Pertinent Personal Property Guidance in Nontransportation Regulations:

- Disposal of Unclaimed Personal Property. See DOD Manual 4160.21-M.
- Shipment of Deceased Member's Personal Property. See AFI 34-502.
- Nontemporary Storage of Personal Property Excess to Government Quarters. See AFI 32-6001.

PART 5
GLOSSARY OF TERMS
Chapter 10
(Definition of Household Goods)

Items that the carrier can legally accept, which are not otherwise prohibited by the JFTR qualify as household goods.

Alcoholic Beverages and Tobacco Produces:

- a. Shipments within CONUS. These items are subject to the rules and regulations established or approved by an appropriate federal or state regulatory authority.
- b. Shipment Entering the Customs Territory of the United States (CTUS). Alcoholic beverages and Tobacco produce must accompany the individual when being imported into the CTUS. They must be hand-carried in accompanied baggage and cannot be shipped in unaccompanied baggage or household goods shipments. *Note:* This includes miniature containers with alcoholic beverages.
- c. Shipments Within and Between Overseas Countries and Shipments From CTUS to Overseas Countries. Alcoholic beverages and tobacco products may be shipped subject to host country requirements/restrictions. Consult Volume II, Personal Property Consignment Instruction Guide Worldwide for host country requirements/restrictions. When in doubt, the origin TMO will request, by message, clarification from the responsible transportation authority at destination.

Fencing: Temporary fencing, in reasonable quality, can be shipped as household goods.

Motorcycle/Moped:

- a. Shipment in household goods does not change federal emission control or safety requirements in effect for that model year. Motorcycle/mopeds entering the CTUS, not conforming to US EPA/DOT standards, will not be included in household goods. The certification label affixed to the frame will be used to determine compliance with US EPA/DOT standards. Members may elect to make a separate household goods shipment, subject to payment of excess cost for split shipments. This will preclude the entire household goods shipment from being delayed/opened at CONUS port of entry by customs. Members are responsible for providing evidence of conformance with US EPA/DOT standards.
- b. The motorcycle/moped will be prepared for shipment, by the member to meet carrier requirements. Specifically, at origin, the vehicle will be drained of fuel and then operated until all fuel is exhausted. The battery must be completely protected to prevent short circuits. Batteries will have cables disconnected and will be secured in the vehicle's battery box to prevent acid leakage.

c. 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 household goods 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 will request, by message, clarification from the responsible transportation authority at destination.

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

e. For household goods shipments to/from Hardlift areas and via TP-4, the Shipper Certification for Dangerous Cargo must be prepared and affixed by the origin TMO.

f. Motorcycles/mopeds can be shipped as household goods regardless of size/cc. They can also be shipped in unaccompanied baggage if this is the only mode available or the only shipment elected by the member. TMOs will consult Volume II, PPCIGWW, for host country restrictions.

Ultra-light Vehicles (includes hang gliders). FAA ruling contained in 14 CFR, Part 103, defines ultra-light vehicles in two categories: powered and unpowered. To be considered an ultra-light vehicle, a hang glider must weigh less than 155 pounds. A powered vehicle is limited to 254 pounds, 5 US gallons of Fuel, and maximum speed of 55 knots. Both powered and unpowered ultra-light vehicles are limited to a single occupant. Vehicles meeting the above criteria can be shipped as household goods. Vehicles exceeding the above criteria are considered aircraft (airplanes) for purposes of air worthiness, certification, and certification requirements as are aircraft (airplane) operations. As such, vehicles exceeding the above criteria are considered airplanes, which do not qualify as household goods.

United States Factory Franchised POV Foreign Dealer. Any foreign-based dealer (i.e. a French retailer) that holds a franchise agreement with a manufacturer (factory) operating in the United States (such as General Motors or Honda of America) authorizing that dealer to sell new vehicles made (or assembled) in the United States (i.e Chevrolet, Corvette, Honda Accord Station Wagon) by the manufacturer.

Part 6
ENTITLEMENTS FOR CIVILIAN EMPLOYEES
Chapter 11
CIVILIAN ENTITLEMENTS

11. Civilian Entitlements.

11.1. Unaccompanied Baggage:

11.1.1 (C2301) Unaccompanied Baggage in Connection With Permanent Duty Travel:

11.1.2 (C2301-1) *General.* *

11.1.3 (C2301-2) *Weight Allowance of Unaccompanied Baggage.* *

11.1.4 (C2301-3) **Shipment of Unaccompanied baggage.** Arrangements for shipment of unaccompanied baggage should be made as soon as possible to minimize the requirement for expedited movement. The weight of unaccompanied baggage, moved at government expense, is part of the household goods weight allowance. This applies when permanent duty travel is involved. Stateside shipments of unaccompanied baggage will be made by GBL. Employees will not be charged any additional cost for shipment of unaccompanied baggage when authorized in the employee's travel order. Additional costs will not be considered in determining an employee's entitlement to GBL shipment versus commuted rate system (CRS) shipment.

11.1.5 (C2301-4) **Shipment of Unaccompanied Baggage by an Expedited Mode To, From, and Between Overseas Stations.** The weight of expedited shipments will be a part of the maximum weight allowance for household goods when permanent duty travel is involved. (See C2304-2).

11.1.6 (C2302) *Excess Baggage.* *

11.1.7 (C2303) *Public Property.* *

11.1.8 (C2304) *Relationship to Household Goods Weight Allowance.* *

11.1.9 (C2305) *Renewal Agreement Travel.* *

11.1.10 (C2306) *Unaccompanied Baggage of Student Dependents Performing Educational Travel.* *

11.1.11 (C2307) *Stoppage of Baggage In Transit.* *

11.1.12 (C2308) *Transfer, Storage, Checking, and Handling Baggage.* *

11.1.13 (C2309) ***Unaccompanied Baggage in Connection With Extended Temporary Duty Assignment.*** *

11.1.14 (C2310) ***Unaccompanied Baggage of DOD Overseas Dependent School Teachers Authorized Extended Leaves of Absence.*** *

11.2 Transportation of Personal Property. Deceased and Missing Employees:

11.2.1 (C6050) ***General.*** *

11.2.2 (C6059) **Transportation of Dependents and Household Goods.**

11.2.2.1 (C6059-1) ***While Stationed Outside the Continental United States.*** *

11.2.2.2 (C6059-1b) ***Time Limitation.*** *

11.2.2.3 (C6059-1d) ***Transportation of Household Goods.*** *

11.2.2.4 (C6059-2) **While Stationed in Alaska or Hawaii.** Household goods of an employee who dies while stationed in Alaska or Hawaii may be returned to the place of actual residence in CONUS.

11.2.2.5 (C6059-3) **While Stationed in the Continental United States.** An employee who dies while on temporary duty is entitled to return of personal baggage. Shipment is authorized to official duty station or place of actual residence.

11.2.3 (C6060) ***Transportation of Baggage.*** *

11.2.4 **Transportation, Missing Persons Cases:**

11.2.4.1 (C6100) ***General.*** *

11.2.4.2 (C6101) ***Conditions.*** *

11.2.4.3 (C6102) ***Responsibility.*** *

11.3 Transportation of Household Goods.

11.3.1 (C8000) ***Maximum Weight Allowances.*** *

11.3.2 (C8000-2) **Determining the Net Weight:**

11.3.2.1 (C8000-2a) **Uncrated Shipments.** “Shipment of uncrated household goods” refers to Code 1 (van) shipments. This does not include the van or container in which moved.

11.3.2.2 (C8000-2b) **Crated Shipments.** This applies to codes 2 through 8, J, T or DPM shipments.

11.3.2.3 (C8000-2c) ***Containerized Shipments.*** *

11.3.3 (C8001) **Shipment Within the Continental United States:**

11.3.3.1 (C8001-2b) **Temporary Storage.** The TMO is delegated authority to approve temporary storage beyond 90 days up to a maximum of 180 days. (See paragraph 6.1.2.2)

11.3.3.2 (C8001-2c) **Nontemporary Storage Incident to Assignment at an Isolated Duty Station.** Nontemporary storage while assigned to designated isolated duty station requires head of agency approval.

11.3.3.3 (C8001-3) ***Origin and Destination of Shipment.*** *

11.3.3.4 (C8001-4) **Method of Shipment.** A cost comparison is required to show at least \$100 savings to use the Government Bill of Lading (GBL) Method. Make sure that the most current rates (commuted rates versus GBL rates) are used to determine the method of shipment. See JTR, Volume 2, Appendix C, for points of contact for current CRS rates. The local FSO should also have current CRS rates.

11.3.3.5 (C8001) ***Time Limitations.*** *

11.3.4 (C8002) **Movement to and Between Overseas Activities.**

11.3.4.1 (C8002-1b) **Maximum Weight Allowances When Government-Owned Furnishings are Provided.** Employees transferred from unrestricted weight areas to restricted weight areas in the same overseas theater are authorized to ship their full weight allowance to the restricted weight area.

11.3.4.2 (C8002-2) **Maximum Weight Allowances.** Advise employees in advance when excess weight is known prior to shipment. Requests for adjustments due to excess weight beyond the employee's control are referred to HQ USAF/LGTT in accordance with C8002-2b. Multiple shipment entitlements are covered in C8002-2c.

11.3.5 (C8002-3) **Storage:**

11.3.5.1 (C8002-3a) ***General.*** *

11.3.5.2 (C8002-3b) **Temporary Storage.** The base TMO is delegated authority to authorize or approve temporary storage beyond 90 days up to a maximum of 180 days. (See paragraph 6.1.2.2 for procedures.

11.3.5.3 (C8002-3c) ***Nontemporary Storage.*** *

11.3.5.3.1 (C8002-3c(5)) *Storage Between School Years.* *

11.3.5.3.2 (C8002-3c(6)) *Storage During Extended Leave.* *

11.3.5.3.3 (C8002-3c(7)) *Administrative Responsibility for Storage Records.* *

11.3.5.3.4 (C8002-3c(9)) *Withdrawal of Household Goods From Nontemporary Storage.* *

11.3.5.6 (C8002-4) *Origin and Destination of Shipment.* *

11.3.5.7 (C8002-5) *Method of Shipment.* *

11.3.5.7.1 (C8002-5a) *Household Goods in General.* *

11.3.5.7.2 (C8002-5b) **Items of Extraordinary Value and Other Articles of Substantial Value.** (See paragraph 2.9.5)

11.3.5.8 (C8002-6) *Expenses authorized.* *

11.3.5.9 (C8002-7) *Expenses Not Authorized.* *

11.3.5.10 (C8002-8) *Time Limitations.* *

11.3.6 (C8003) **Movement From Overseas Areas:**

11.3.6.1 (C8003-1) **General.** Household goods can be transported to any alternate point. The cost to the government cannot exceed the constructive cost of transportation to the actual place of residence.

11.3.6.2 (C8003-2) *Advance Return Shipment of Household Goods.* *

11.3.6.3 (C8003-3) *Movement Because of Evacuation.* *

11.3.6.4 (C8003-4) *Maximum Weight Allowances.* *

11.3.6.5 (C8003-5) *Temporary Storage.* *

11.3.6.6 (C8003-6) **Origin and Destination of Shipment:**

11.3.6.6.1 (C8003-6a) *General.* *

11.3.6.6.2 (C8003-6b) **Employees Returning for Separation.** Nontemporary storage shipments are normally located at the place of actual residence; therefore, shipment of the nontemporary storage property to an alternate destination will almost always result in an excess cost situation.

11.3.6.7 (C8003-7) **Method of Shipment:**

11.3.6.7.1 (C8003-7a) **General***

11.3.6.7.2 (C8003-7b) **Use of Government Bill of Lading or Purchase Order.***

11.3.6.7.3 (C8003-7c) **Shipment at Personal Expense.***

11.3.6.7.4 (C8003-7d) **Itemization of Charges.***

11.3.6.7.5 (C8003-7e) **Services in Excess of Those Authorized.***

11.3.7 (C8003-8) **Expenses Authorized.***

11.3.8 (C8003-9) **Time Limitations.***

11.3.9 (C8004) **Misrouted Shipments.** Misrouted shipments via GBL may be forwarded to the proper destination at government expense in accordance with the criteria in paragraph 2.9.4.

11.3.10 (C8005) **Loss or Damage Claims.** Claims for loss or damage to personal property moved incident to service should be referred immediately to the local base claims office.

11.3.11 (C8006) **Drayage Between Local Quarters.***

11.3.12 (C8007) **Professional Books, Papers, and Equipment (PBP&E):**

11.3.12.1 (C8007-1) **General.** 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 orders. Methods for determining PBP&E weight is contained in the following paragraphs:

11.3.12.2 (C8007-2) **Conditions.** The employee will furnish an itemized inventory to the authorizing official at the new PDS. That official will certify the inventory and return it to the employee. The employee will furnish the certification to the TMO to be made a part of the shipment file. This will support 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.

11.3.12.3 (C8007-3) **Shipment as An Administrative Expense.** The approved items must be separately packed, marked and weighed. A clear description of articles must be entered on the carrier's or contractor's household goods 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 constructive weight of 7 pounds per cubic foot per inventory item is authorized. The scale weight or constructive weight will 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 will not be given consideration for PBP&E weight. This applies eventhough the necessary documents, indicating an intent to ship PBP&E were obtained. The administrative appropriation chargeable will be entered on the GBL on the same line with the weight of the PBP&E. This appropriation can be obtained from the gaining civilian personnel office and/or the local FSO.

11.3.12.4 (C8007-4) *Weight of Household Goods Authorized To Be Shipped Administratively Restricted.**

11.3.13. (C8008) *Household Goods Transportation and Storage.**

11.3.14 (C8009) *Reimbursement for Movement of Household Goods Within the CONUS.**

11.4 Transportation of Mobile Homes:

11.4.1 (C10000) **Privately Owned Mobile Homes:**

11.4.1.1 (C10000-1) *When Authorized.**

11.4.1.2 (C10000-2) *Origin and Destination.**

11.4.1.3 (C10000-3) *Amount of Allowance.**

11.4.2 (C10001) *Reimbursement for Transportation of Mobile Homes in Lieu of Shipment of Household Goods:*

11.4.2.1 (C10001-1) *Routing.**

11.4.2.2 (C10001-2) *Movement of Mobile Home by Commercial Transporter.**

11.4.2.2.1 (C10001-2a) *Allowed Reimbursement.**

11.4.2.2.2 (C10001-2b) *Reimbursement Not Allowed.**

11.4.2.3(C10001-3) *Movement Other Than by Commercial Transporter.**

11.4.2.4 (C10001-4) **Government Procured Transportation:**

11.4.2.4.1 (C10001-4a) *Government Bill of Lading.**

11.4.2.4.2 (C10001-4b) *Collection From the Employee.**

11.4.2.4.3 (C10001-6) **Limitations on Reimbursement.** Employees must be advised of the amount of this constructive limitation as early as possible. This will allow alternative arrangements to be made, if necessary.

11.5 Transportation of Privately Owned Motor Vehicles:

11.5.1 (C11000) ***General****

11.5.2 (C11001) ***Determination of Eligibility.****

11.5.3 (C11002) ***Eligibility Criteria.****

11.5.4 (C11003) ***Conditions Governing Transportation.****

11.5.4.1 (C11003-1) **Transportation Not Authorized.** An employee may not ship a POV from overseas to the United States unless a POV was shipped overseas at Government expense.

11.5.4.2 (C11003-2) ***Shipment at Government Expense of Foreign Made Privately Owned Vehicles.****

11.5.4.3 (C11003-3) ***Overseas Areas Exempt From Restriction on Shipments of Foreign Made Vehicles.****

11.5.4.4 (C11003-4) **Transportation Authorized.** This paragraph contains a “grandfather clause” to cover employees continuously employed overseas since 1 September 1952.

11.5.5 (C11004) **Authority:**

11.5.5.1 (C11004-2a) ***General.****

11.5.5.2 (C11004-2b) ***Alternate Ports.****

11.5.5.3 (C11004-2c) ***Transfer or Assignment Between Duty Stations Located Outside Continental United States.****

11.5.5.4 (C11004-2d) ***Agreement Not Completed and Employee Transfers or is Reassigned From Outside the Continental United States to the Continental United States.****

11.5.5.5 (C11004-2e) ***Agreement Not Completed and Employee Returns to the Continental United States for Separation.****

11.5.6. (C11005) **Replacement.**

11.5.6.1 (C11005-1) **Shipment of an Emergency Replacement.** Shipment is permitted once within a 4-year period. The period begins on the date the first POV was shipped overseas.

11.5.6.2 (C11005-2) **Shipment of a Periodic Replacement.** On expiration of a 4-year period following shipment of the first POV, shipment of a second POV may be authorized. However, it must be determined that the use of a replacement vehicle is “in the interest of the government.”

11.5.7 (C11006) **Method of Shipment.***

11.5.7.1 (C11006-1) **General.** The transportation officer effecting the shipment will determine the mode of shipment.

11.5.7.2 (C11006-2) ***Ocean-going Car Ferries.****

11.5.6 (C11007) **Emergency Storage in Event of Evacuation.** Emergency storage of POV in the event of evacuation of employee or dependents from the overseas duty station is authorized.

11.5.7 (C11008) ***Size Limit.****

11.5.8 (C11009) ***Overseas Areas Exempt From Restrictions on Shipment of Foreign-Made Vehicles.****

11.6 Appendix C - **Statutory and Other Authorities:**

11.6.1 Part III - **Use of Commuted Rate Schedule or Actual Expense Method:**

11.6.1.1. JTR, Volume 2, Page C-38, **List of carriers having rate quotations on file providing predeterminable packing charges.**

11.6.1.2 JTR, Volume 2, Page C-39, **List of GSA regional offices and telephone numbers for obtaining up-to-the-minute CRS rates.**

11.6.2 Part IV - **General Services Administration Commuted Rate Schedules:**

11.6.2.1 Section I - Pages 1 Through 15. **Transportation Rates - Method of Computing Allowances.**

11.6.2.2 Section I - **Additional Allowances:**

11.6.2.2.1 **Ferry and Bridge Service.**

11.6.2.2.2 **Metropolitan Areas.**

11.6.2.2.3 **Elevator, Stair Carry, or Excessive Distance Carry.**

11.6.2.2.4 **Destination in the State of Florida.**

11.6.2.2.5 **Labor.**

11.6.2.2.6 Piano or Organ Carry.

11.6.2.2.7 Household Appliances or Other Articles Requiring Special Servicing for Safe Transportation.

11.6.2.3 Section II - Temporary Storage and Related Expenses.

11.7 Appendix D - Glossary of Terms.

RESTRICTED WEIGHT AREAS
(See notes 1 and 2)

1. Adak AS, Alaska.
2. Bangkok, Thailand (JUSMAGTHAI Personnel only).
3. Indonesia.
4. Jordan.
5. Kadena AB, Japan.
6. Kuala Lumpur (Security Assistance Office (SAO) personnel only).
7. Lajes Field, Azores.
8. Midway Island.
9. Misawa AB, Japan.
10. Saudi Arabia.
11. Woomera, Australia.
12. Yokota AB, Japan.
13. Exmouth/Learmonth, Australia.

NOTES:

1. Air Force policy is that members assigned to restricted areas will generally remain weight restricted on departure from the area. 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. Requests for additional weight can, however, be considered on a case-by-case basis under the provisions of attachment 2, table 1.
2. Normally, single and unaccompanied personnel assigned to, from, and between overseas areas are authorized only UB allowance or 10 percent of full JFTR. (See paragraph 2.4.1.1. and attachment 5). Exceptions to this policy may be authorized under attachment 2, table 2.

Table 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 will be processed according to the current ZEUS, system 2, ID: 9YCOV4/JFTR/JFTR-TBL. Shortage item and total weight authorized will be in the member's PCS order.
2	PCS involves overseas inter or intra command transfer where one duty station is weight restricted	PCS is between overseas 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 will 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 overseas theater (see note 2)	
4		PCS is between overseas 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 overseas area upon completion of the current PCS tour either before or after arrival at the overseas station	member will be entitled to home of selection move per JFTR, chapter 5, upon completion of overseas tour	authorized the full HHG weight allowance and is not authorized available government furniture (see notes 2 and 4)	

Table 1 CONTINUED

R U L E	A	B	C	D
	If	and	then the member is	and (see note 1)
6	member acquires HHG in overseas area by reason marriage	member agrees to serve the command-sponsored tour (see notes 5 and 6)	It must include name grade, tour status, certified list of items with estimated weight and date of acquisition. The MPF will use the standard TA 414 weight chart to validate items. MPF will annotate the member's request with the weight of the validated items. If the actual weight of a personally owned item exceeds the TA 414 weight, the member's certified actual weight will be used. (see note 2).	the MPF will include the additional approved weight allowance in the member's PCS orders .
7	member acquires HHG in overseas area by reason of inheritance	(see notes 6 and 7)		
8	member requires increased weight allowance due to personal or dependent medical reasons	medical officer has prescribed and approved item (see note 6)		
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, (USAFE/LGTT) 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-stances necessitating the need for an exception. Include supporting documentation and whether or not government quarters and furniture were available or used. (see notes 9 & 10)	the MPF will advise 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 said review beside their action address element, and forward the request to their MAJCOM/DPX, (HQ USAFE/LGTT) for approval or disapproval. Approved request will be included in the member's PCS order.

NOTES:

1. The MPF will advise members that weight of items shipped and stored at government expense may not exceed their JFTR weight allowance. This includes 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 will give the MPF a list of stations, by country, that prohibit split shipments of personal property (HHG).
4. The MPF will advise the member that use of government furniture is not authorized. The MPF will forward a copy of the member's approved request to the gaining Furnishings Management Office (SVD).
5. The MPF will immediately advise the member to apply for command sponsorship and weight exception.
6. The MPF will advise 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 will counsel the member concerning exception procedures. This will be done during initial reassignment processing or when it's known that an exception is desired, whichever occurs first.
8. If the member was previously assigned to a weight restricted area which is subsequently changed to a full JFTR weight area, MAJCOM/DPXs may approve request to ship HHG from storage to full JFTR weight areas. Members must have an approved tour extension resulting in their 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. Amended orders 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 overseas 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 will not be authorized this exception if they are eligible to serve the accompanied tour and elected the shorter unaccompanied tour. Members must have at least 12 months remaining at the overseas station on the date HHG are due. MAJCOM/DPX may delegate this approval authority to Numbered Air Force or base level. Members removing household goods from nontemporary storage under these authorities "are not" subject to payment of storage charges in excess of 180 days.
9. The TMO will annotate member's request to include number and weight of personal property shipped and/or stored on last PCS. Also, identify personal property erroneously shipped overseas but not returned to a proper destination in accordance with JFTR, paragraph 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 years 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.

PROPOSED 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 will 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)

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

MAXIMUM UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCE

Table I			
MAXIMUM UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCES FOR AIR FORCE MEMBERS			
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 overseas	500 lbs net weight (see notes 1 & 2)
5		PCS serving accompanied tour overseas	400 lbs net weight (see note 1)
6		PCS within CONUS	400 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 allowance or 10 percent of their full JFTR weight allowance 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 house-hold goods allowance. When the member elects surface option, the shipment may include household goods. 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.

AIRLIFT HARDLIFT AREAS

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

COMPUTING PACKING ADJUSTMENTS

Table 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 contractors 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
NONTEMPORARY	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, Volume 2.

ADJUDICATING PBP&E

Table 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 weighted at origin	weight recorded on GBL, DD Form 619 certified weight ticket or HHG descriptive inventory	member will be credited with the weight of PBP&E in rule 1, column c.
2		separately identified, <i>but not weighed</i>	cube is recorded	member will be credited with constructed weight
3			cube is NOT recorded, <i>but</i> type container is known	cube will be constructed using standards of MRT/PPB
4			cube or type container unknown	PBP&E weight will be 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
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 will be credited with PBPE

NOTE: If NO DECLARATION was made and NO EVIDENCE is available to support PBP&E was PHYSICALLY TRANSPORTED, NO CREDIT will be allowed. IF DECLARATION was made but NO EVIDENCE is available to SUPPORT PBP&E was PHYSICALLY TRANSPORTED, NO CREDIT will be allowed. Issuance of a GBL correction notice to document circumstances under column d this table IS NOT CONSIDERED "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 will apply the PBP&E cube rule when making excess cost determination. See paragraph 2.4.3.2 for after-the-fact PBP&E declarations.

**SAMPLE FORMAT FOR REQUEST FOR HOUSEHOLD GOODS WEIGHT
EXCEPTION**

MEMORANDUM FOR TRNS/LGTT

FROM:

SUBJECT: Request for Household Goods Weight Exception

1. In accordance with AF Supplement to the JFTR, attachment 2, table 1, rule 9, request approval to ship additional pounds of household goods as listed in attachment 3.

2. The following additional information is provided:
 - a. Date arrived station:
 - b. DEROs:
 - c. Tour status: Accompanied/Unaccompanied
 - d. Number/ages (except spouse's) of dependents:
 - e. Last duty station:
 - f. Next Duty station
 - g. Household goods weight authorized:
 - h. Unaccompanied baggage weight authorized:
 - i. Previous excess weight authorized:
 - j. Professional books, papers, and equipment to be declared:
 - k. Were government quarters/furnishing available and used:
 - l. Weight of household goods in nontemporary storage:
 - m. Any other weight to be shipped from other locations:
 - n. Circumstances necessitating need for exception are 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

3 Atch

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

MEMORANDUM FOR MPF

FROM: TRNS/LGTT

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

The following information is provided per AF Supplement to JFTR, attachment 2, table 1, rule 9:

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

1 Atch
Member's Request

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 1, rule 9. The application has been reviewed by this office, 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 overseas tour at this duty station.
4. The member was reassigned to this station from _____ and has projected assignment to _____.

1 Atch
Application File

