

CHAPTER 412

BOATS

A. GENERAL

This chapter applies to the movement of privately owned boats and associated property of Armed Forces Service members/DOD civilian employees. This material has been reviewed by the Per Diem, Travel and Transportation Allowance Committee staff as PDTATAC Case RR13003. For a member, JTR, Appendix A defines HHG to include a member's boat and/or associated trailer. For employees, JTR, Appendix A defines HHG to include a boat and/or associated trailers of reasonable size that can fit into a moving van. For the movement of boats used as a primary residence for a member, see the JTR, Par. 5408-G, and for employees, Chapter 5, Par. 5756-G, Over Water Transportation of a Boat Used as a Primary Residence (House Boat). In addition to the above information, the following procedures apply:

1. For PPSO and PPPO: The PPSO/PPPO may process combined personal property/boat shipments estimated at less than 1,000 lbs using the DPM when cost effective or necessary for prudent traffic management.
2. All boats or personal watercraft (including but not limited to canoes, kayaks, dinghies, rowboats, jet skis, skiffs, and sculls) with or without an associated trailer equal to or less than the following dimensions will be shipped with HHG or by personally procured transportation:
 - Length = 14 feet (168 inches)
 - Width = 6 feet 10 inches (82 inches)
 - Height = 6 feet 5 inches (77 inches)
3. There are no size limitations to boats or personal watercraft for members. When HHG movement is to, from, or between OCONUS locations (including Alaska and Intra-Alaska) and the combined boat/trailer exceeds the above dimensions, the boat/trailer combination will be shipped with the HHG using the OTO program or by personally procured transportation.
4. Boats or personal watercraft with or without associate trailers for employees are limited to the size that will fit into a moving van. The maximum size that will fit into a moving van is 18 feet in length, 6 feet 10 inches in width, and a height of 6 feet 5 inches. Boats or personal watercraft which exceed 14 feet in length, but 18 feet or less in length will be shipped using the OTO program or via personally procured transportation. Boats or personal watercraft and their associated trailers belonging to civilian employees which exceed 18 feet in length do not meet the definition of HHGs, therefore are not authorized for movement at Government expense, unless the boat is used as a primary residence. Boats which are used as a primary residence may be shipped as a mobile home IAW DTR, Part IV, Chapter 407.
5. The PPSO/PPPO must consult the PPCIG to ensure all boat and/or trailer shipments comply with origin/destination customs, laws, and specific country restrictions prior to transportation.
6. PPM/Personally Procured Transportation. Unless prohibited by Service regulations, members may elect to move boats or personal watercraft that are HHG via PPM. Reimbursement is not authorized for the movement of any items which do not meet the JTR definition of HHG. The PPSO/PPPO must counsel the member on their PPM responsibilities, to include any restrictions/limitations IAW PPCIG instructions. Employees are required to obtain approval to arrange personally procured transportation from their order issuing authority prior to moving the boat and/or trailer.

B. COUNSELING

1. Application for Shipment of Boats. PPSO/PPPO must prepare DD Form 1299, Application for Shipment and/or Storage of Personal Property, [Figure 412-1](#) supported by the customer's orders. If the counseling office is not the origin PPSO/PPPO, the DD Form 1299 and all supporting documents must be forwarded to the responsible origin PPSO.
2. Methods of Transporting Boats:
 - a. Personally procured transportation whereby the customer makes all arrangements and obtains payment/reimbursement IAW JTR. Members are authorized to obtain advanced operating allowances IAW JTR and Services regulations.
 - b. Government arranged transportation of boats, personal watercraft, and their associated trailers are as follows:
 - (1) All boats or personal watercraft (including but not limited to canoes, kayaks, dinghies, rowboats, jet skis, skiffs, and sculls) with or without an associated trailer equal to or less than the following dimensions will be shipped with HHG:
 - Length = 14 feet (168 inches)
 - Width = 6 feet 10 inches (82 inches)
 - Height = 6 feet 5 inches (77 inches)
 - (2) Boats or personal watercraft with or without an associated trailer that exceed the above dimensions will be shipped via OTO process. Boats cannot exceed 13 feet high from the keel to the highest point on the bridge. Employees are not authorized to ship boats or personal watercraft that exceed 18 feet in length, except when the boat is the employee's primary residence and then it is shipped as a mobile home. The available Government-arranged services are:
 - (a) Tow-Away Service. The TSP provides hookup at origin, over-the-road transportation, transit permits (when required) and delivery at destination. For specific TSP responsibilities, see the rate solicitation, domestic tariff, or international tender.
 1. The customer must have a valid license plate and registration (when required by law), and ensure the boat and motor are securely fastened or strapped to the trailer. The trailer must have working lights, wiring, and brakes (if so equipped).
 2. The customer must ensure the boat is prepared for shipment and the trailer is roadworthy to avoid additional charges. The trailer must be equipped with good wheels/tires and have been checked for adequate lubrication and bearings.
 3. The trailer frame cannot be bent, twisted, or broken.
 - (b) Haul-Away Service. The TSP provides pickup, over-the-road transportation between origin and destination, and delivery at destination.
 1. Pickup and delivery must be performed at a location where required equipment can be utilized to load/off-load the boat.
 2. Arrangements and cost for the required equipment at origin and destination are the responsibilities of the customer.
 3. The customer is responsible for dismantling bridges, spars, and masts to meet dimension requirements. Articles not part of the structure must be removed

(e.g., clothing, electronic gear, televisions, skis). The customer is responsible to ensure boat is clean of debris and water contaminates.

3. **Excess Cost:** Customers must be advised of potential excess costs when shipping and storing boats. Excess cost will be computed using the ‘Best Value’ methodology ICW transportation of a boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG and can be found on the USTRANSCOM website at <http://www.transcom.mil/dtr/part-iv/>.

C. SHIPMENT PROCEDURES

1. The PPSO must obtain from the customer the type of services required as indicated in Paragraph B.2 above. The movement of a boat or personal watercraft is normally accomplished in conjunction with a customer’s HHG shipment. When a boat or personal watercraft and/or its associated trailer exceeds the dimensions for movement as HHGs, services will be obtained through competitive solicitation using the MOTO/BOTO program, the International Tender, and other methods as determined by SDDC.
2. The following guidance pertains to both domestic and international BOTO requests:
 - a. The origin PPSO/PPPO responsible for the movement must provide SDDC all required information for all BOTO shipments.
 - b. BOTO requests must be submitted not less than 20 days prior to the requested pickup date. Shorter timelines may be utilized when necessary to meet customer transportation requirements.
 - (1) BOTO requests will be submitted electronically (via TOPS/DPS) based on availability. If an overseas shipping location does not have access to TOPS/DPS, that shipping location will submit their BOTO request to SDDC Europe or SDDC Pacific not later than 20 days prior to the customers requested pickup date. SDDC Europe/Pacific will ensure that the BOTO request is submitted electronically to HQ SDDC for processing. Any request that does not conform to the required format, International OTO Boat Request Format, Figure 412-2, or Domestic Boat Request Format, Figure 412-3, will be returned to the originator for correction.
 - (2) HQ SDDC will solicit the BOTO to meet the customer’s requirements as requested by the PPSO. Interested TSPs will submit rates for consideration and approval by HQ SDDC. A TSP BOTO tender is normally valid for 30 days, and shipments must be tendered prior to the expiration date. Where conditions prevent the scheduled movement, the responsible PPSO must notify HQ SDDC to extend the tender expiration date.
 - (3) The PPSO must immediately notify the TSP and HQ SDDC of all BOTO movement cancellations. If cancellations are made less than 48 hours prior to pickup, the TSP may bill for services ordered but not used IAW the applicable solicitation or tender.

D. CANCELLATION/TERMINATION

1. TSP Refusal of Shipment Due to Boat or Personal Watercraft Trailer Not Being Road Worthy. If the TSP's inspection or a Government inspector reveals a deficiency and renders the trailer unsafe or unlawful for transportation, the origin PPSO/PPPO must be notified and must advise the member/ employee of the deficiency. If correction is not possible within 30 days of the originally scheduled pickup date, the PPSO must terminate the BL. Under no circumstance may the PPSO release the boat for shipment until it is considered safe by the TSP to transport.
2. Termination of Boat Shipment. A shipment must be terminated when ordered by HQ SDDC or a PPSO. Termination of service is normally used when federal, state, or local laws have been violated; TOS violations; improper performance of an accessorial service; or where the member's or employee's orders have been cancelled. The following applies:
 - a. Any charges for authorized services performed to point of termination must be paid IAW the rate tender and/or a negotiated rate obtained by HQ SDDC.
 - b. A termination of service that requires the transfer of a boat or personal watercraft from one TSP to another must be coordinated with HQ SDDC for a negotiated rate. The TSPs involved in the transfer must verify exceptions to the boat or personal watercraft at time of transfer. The PPSO must issue a new BL to the new TSP, and cross-reference the terminated BL number.
 - c. The PPSO must issue a SF Form 1200, Government Bill of Lading Correction Notice, [Figure 412-4](#), to show the termination point and any authorized payable services.

E. STORAGE IN TRANSIT (SIT)

When the customer requires SIT at destination, the PPSO must include the estimated total number of storage days required in the OTO request. The following SIT rules apply in connection with moving boats:

1. HHG shipments containing boats must be stored in a DOD-approved storage warehouse IAW the applicable solicitation, tariff, or tender.
2. Boats shipped under the BOTO program may be stored in a DOD approved storage facility or a commercial storage facility (including outside storage facility) designed to prevent unlawful entry, pilferage, vandalism, and damage to the boat and/or trailer. The BOTO rate includes delivery to destination, even after the shipment has been placed into SIT. The customer or PPSO must contact the TSP that placed the shipment in SIT and arrange delivery of the boat to its final destination.
3. SIT allowances for an eligible employee will not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS) unless the employee written request for an additional period (NTE 90 days) is authorized/approved by the responsible Service/Defense Agency designated official (JTR, par. C5190-B). Under no circumstances may SIT at the Government expense for CONUS-CONUS HHG shipment exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). If no additional storage is authorized/approved, the employee is financially responsible for additional storage expense. SIT eligibility beyond 150 days (CONUS) and 180 days (to/from OCONUS) requires PDTATAC written permission (Paragraph C5191).

F. NON TEMPORARY STORAGE (NTS)

1. For determining NTS allowances for boats, reference JFTR, Paragraph U5380, Non-Temporary Storage, JTR, par. C5195 Non-Temporary Storage, and Service and regulations. There are no size limitations for members shipping/storing a boat. Employees are limited to the size of a boat/trailer that can be moved/stored in a moving van (see dimensions in [Paragraph A.4](#)). The customer may elect to include a boat with or without its associated trailer within the NTS shipment.
2. The customer is responsible for preparing the boat/personal watercraft for storage (e.g., cleaning the boat/watercraft, draining the fuel, disconnecting the battery)
3. If a PPSO/PPPO is unable to make storage arrangements, the PPSO/PPPO will provide the customer with documentation stating the storage cannot be arranged. The customer may elect to arrange commercial storage facility (including outside storage facility) designed to prevent unlawful entry, pilferage, vandalism, and damage to the boat and/or trailer at their expense. A reimbursement claim is file after completion of storage and final delivery-out for the incurred expenses. Reimbursement for the customer is IAW JTR, Par. 5210-D.4, GOV'T-Procured HHG Transportation and/or NTS Not Available and Paragraph 5656-C, Actual Expense, or 5656-D, Commuted Rate when authorized.

G. QUALITY CONTROL INSPECTIONS

The PPSO/PPPO must inspect as many boat shipments as possible originating and terminating within their AOR.

H. TSP PERFORMANCE

1. PPSOs must establish a TSP performance file for each boat TSP that serves their AOR. The file must contain all pertinent data relating to the boat TSP's performance. Files may be maintained in DPS, electronically, and/or hard copy. PPSOs will utilize DPS capabilities to the fullest extent possible, minimizing hard copies.
2. When a TSP or TSP's agent violates any provision of the TOS, rules, publications of applicable rate solicitations/tenders or legal requirements, or commits unethical acts, the PPSO may use discretion in issuing punitive action IAW DTR Part IV Chapter 405. At a minimum, the PPSO must report any violations and/or unsatisfactory service to HQ SDDC.

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD)	2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office) a. NAME	
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)	
6. MEMBER OR EMPLOYEE INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SSN	d. AGENCY
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:			
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate)			
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable)	(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons)	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)			
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT
(5) TYPE EXPANDO (Describe)			
c. MOBILE HOME SERVICES REQUESTED (X as applicable)			
<input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION			
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:			
a. TYPE ORDERS (X one) <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		b. ISSUED BY	c. NEW DUTY ASSIGNMENT
d. DATE OF ORDERS (YYYYMMDD)	e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code)
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code)			
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>	
b. TELEPHONE NUMBER (Include Area Code)		b. AGENT DESIGNATED TO RECEIVE PROPERTY	
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)		12. SCHEDULED DATE FOR (YYYYMMDD)	
		a. PACK	b. PICKUP
		c. DELIVERY	
13. REMARKS			
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")			
a. FROM	b. TO	c. NET POUNDS (Actual or estimated)	d. POUNDS OF PBP&E (Actual or estimated)
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.			
a. SIGNATURE OF MEMBER/EMPLOYEE	b. DATE SIGNED	c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)			
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.			
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)	
		c. TITLE	

DD FORM 1299, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure 412-1. DD Form 1299. Application for Shipment and/or Storage of Personal Property

INTERNATIONAL OTO BOAT REQUEST FORMAT

REQUEST FOR PERSONAL PROPERTY ONE-TIME-ONLY (OTO) BOAT

1. Member's Information:

Name: Rank: SSN (last 4):

Branch of Service:

2. Code of Service:

3. Origin PPSO (include BLOC and pickup point of shipment if other than installation). (HHG and boat):

4. Destination city, Installation, BLOC, and State/Country:

5. Requested pickup date:

6. Required delivery date:

7. Estimated weight (in pounds) for HHG (if applicable):

8. Boat requests must include the following:

A. Boat information: (Enter dimensions in feet and inches (i.e., 16 ft 7 in))

Length:	Width:	Height:
Make:	Type:	Year:
Serial #:	Boat Weight (lbs):	Engine type: Inboard/Outboard

B. Trailer information (if applicable): (Enter dimensions in feet and inches (i.e., 16 ft 7 in))

Length:	Width:	Height:
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Note 1: When boat is moving with trailer, combined dimensions and boat/trailer weight are required.

Note 2: If boat has anything special that a TSP needs to know for transporting, annotate in "Additional Remarks".

9. List transportation service providers in nonuse.

10. PPSO Point of Contact information:

Name: DSN: Commercial:

E-mail address:

11. Additional Remarks:

Figure 412-2. International OTO Boat Request Format

DOMESTIC BOAT REQUEST FORMAT

1. Member's Information:
Name: Rank: SSN (last 4):
Branch of Service:
2. Pickup information: (if haul-away, give address and phone number of delivery lift site, such as a marina).
Address: City: County/Parish:
State: Zip: Haul-away information:
3. Destination information: (if haul-away, give address and phone number of delivery lift site, such as a marina).
Address: City: County/Parish:
State: Zip: Haul-away information:
4. Requested pickup date:
5. Requested delivery date:
6. Member requests: tow-away or haul-away.
7. Total number of SIT days requested and location for SIT (if applicable) (i.e., 20 days, SIT at Origin):
8. Boat information: (Enter dimensions in feet and inches (i.e., 16 ft 7 in))
Length: Width: Height:
Make: Model: Year:
Boat weight: Boat type: Engine type: inboard/outboard
Trailer information (if applicable): (Enter dimensions in feet and inches (i.e., 16 ft 7 in))
Is trailer roadworthy: Yes/No
Length: Width: Height:
License #: State: Expiration date:
Note: If boat has anything special that a TSP needs to know for transporting, annotate in "Additional Remarks".
9. Origin BLOC:
10. Destination BLOC:
11. PPSO Point of Contact information:
Name: DSN: Commercial:
E-mail address:
12. Additional Remarks:

Figure 412-3. Domestic Boat Request Format

GOVERNMENT BILL OF LADING CORRECTION NOTICE		DATE NOTICE PREPARED
1. GBL NUMBER	2. DATE GBL WAS ISSUED	3. TOTAL WEIGHT SHOWN ON GBL
4. ORIGIN <i>(As shown in "Origin" block on GBL)</i>		5. DESTINATION <i>(As shown in "Destination" block on GBL.)</i>
6. ROUTE <i>(Complete routing shown on GBL)</i>		7. ISSUING OFFICE <i>(As shown on GBL under "For use of Issuing Office.")</i>
8. TO: <i>(Name and address of carrier/activity to which directed, including ZIP Code.)</i>		9. Complete Items 9a, b, and c only when correction is made after transportation charges have been paid. a. D.O. VOUCHER NUMBER b. D.O. VOUCHER DATE c. D.O. SYMBOL
10. FROM:		
11. BILL OF LADING NOW READS <i>(Show the information as it reads prior to correction.)</i>		12. CORRECT BILL OF LADING TO READ <i>(Show how the corrected information should read.)</i>
13. AUTHORITY FOR CORRECTION <i>(Tariff and item numbers; classification and item number; or other authority for making the change.)</i>		
14. REMARKS <i>(Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)</i>		
15. INFORMATION COPY TO <i>(Name and address, including ZIP Code.)</i>		16. SIGNATURE AND TITLE OF INITIATING OFFICIAL
		17. CARRIER REPRESENTATIVE'S SIGNATURE <i>(Require when notice is initiated by shipper and transportation charges are affected.)</i>

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STANDARD FORM 1200 (8-82)
 Prescribed by GSA, FPMR (41 CFR) 101-41.3

Figure 412-4. SF 1200, Government Bill of Lading Correction Notice

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