



# ATTACHMENT B-D2 “IT’S YOUR MOVE” DEPARTMENT OF DEFENSE (DOD) CIVILIAN EMPLOYEES



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## A. WHO IS THIS ATTACHMENT FOR?

1. This attachment was created to assist Department of Defense (DoD) Civilian Employees (also known herein as “customer”). It is intended to help you understand your allowances and responsibilities involving the shipment and or storage of your household goods (HHG) or unaccompanied baggage (UB) (collectively “personal property”) under the Global HHG Contract. References to “storage” within this attachment is specific to storage in-transit and any reference to non-temporary storage (NTS) within this attachment is for clarity of information only. NTS shipments are not handled within MilMove and customers should request assistance from their local Transportation Office (TO). This attachment does not apply to United States (U.S.) Coast Guard Civilian employees as their allowances are prescribed by the Federal Travel Regulation and Homeland Security policy. This policy directive has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) according to DoD Directive 5154.29, DoD Pay and Allowances Policy and Procedures, as PDTATAC Case RR090701. Any conflict between this directive and the Joint Travel Regulations (JTR) is resolved based on the JTR and not this directive.
2. The contents contained in this attachment are not all inclusive of allowances. For additional information, please consult the JTR or your local Transportation Office (TO) for up-to-date information.

## B. INTRODUCTION

1. A successful move is not a matter of chance. It is the result of planning and hard work. At the center of these efforts is you, the customer. If you expect a good move, you must play an active role.
2. This attachment has been prepared to help you understand your allowances and responsibilities concerning the shipment and or storage of your personal property. It is also intended to help you understand your allowances and responsibilities in the event you have to file a claim for loss and/or damage.
3. For additional personal property shipping information, please visit <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/> or contact your local TO or Global HHG Contractor (Prime Contractor) point of contact (POC). Additional websites are listed at the end of this attachment.
4. Your new unit may assign you a sponsor who should contact you in advance of your reporting date. A sponsor can often provide information helpful to you in arranging a smooth move. Contact your new unit if you have not heard from your sponsor within a reasonable period. It is your move. Ask questions. Read and understand what you sign. Get involved.

**NOTE:** A copy of the DD Form 3162, Personal Property Pre-Counseling Worksheet (see [Figure B-D2-1](#)) or Prime Contractor’s equivalent documentation shall be provided to assist customers in what type of information will be required during counseling.

5. For additional information reference Relocation Income Tax (RIT) Allowance, please refer to the JTR, 053611 (<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>).

## C. MILMOVE

1. As a centralized, integrated system, MilMove supports the Defense Personal Property Program as the one-stop source for managing personal property moves. The United States Transportation Command has oversight of Prime Contractor information in one convenient location. In addition, MilMove provides the convenient 24/7 access to personal property shipment information and a

conduit for a direct relationship between DoD customers and the Prime Contractor throughout the entire moving process.

2. [Accessing MilMove for Onboarding:](#)

  - a. Login to <https://my.move.mil/> and “Accept terms”.
  - b. First time use: in login.gov “Create Account”. You will follow the information entering based on your preferences. However, it is important you choose an email address that you have regular access to for Two-Factor Authentication.
  - c. Accept the login.gov Rules of Use and select “Submit”.
  - d. The email you used in C.2.b will receive an email for you to “Confirm email address”. Click on “Confirm email address” or copy and paste the link below into your web browser.
  - e. Enter your email address and create a Password.
  - f. This will then prompt you to pick your Two-Factor Authentication method. After selecting your method, select “Continue” and complete the authentication based on your selected method.
  - g. You will be rerouted to <https://my.dp3.us/sign-in>.
  - h. You will use <https://my.move.mil/> for all Personal Property Shipment actions.

3. In addition to MilMove, the customer will primarily use the Prime Contractor’s interfacing application that will be provided once the Prime Contractor initiates contact. The Prime Contractor’s system directly interfaces with MilMove to allow a seamless information transfer between the Prime Contractor and Government.

#### **D. VALUABLE TIPS**

1. Have expensive and valuable items (e.g., artwork, collectibles, heirlooms) appraised. The Government does not pay for the appraisals but consider this part of your investment in the event of loss or damage. Attempt to locate original purchase receipts for your more expensive items and keep them separate from the rest of your shipment. Consider using a video camera or taking close-up pictures to record the condition of your furniture, working condition of your stereo, television, and the actual appearance of your expensive or valuable items prior to the personal property pack and pickup dates. This could help in the event you must file a Loss or Damage Claim.
2. Do not ship small, extremely valuable items such as stocks, bonds, jewelry, coins/coin collections, and items of great sentimental value such as photo albums. Pack them in your suitcases and hand-carry them, as well as your purchase receipts, pictures, and appraisals.
3. Protecting Your PII on International Shipments. Public Law allows for certain data elements on an ocean vessel manifest that may contain PII to be shared with parties outside the DoD. To protect your PII, visit <https://www.cbp.gov/trade/automated/electronic-vessel-manifest-confidentiality>, select “Electronic Vessel Manifest Confidentiality Online Application”. Complete and submit the form online. Approvals can take up to 90 days to process, but once approved, it is good for two (2) years.
4. Make sure all valuables not included in your personal property shipment should be placed in an area that is secure (i.e. closed/locked rooms, personal safe(s), privately owned vehicle(s), separate location (if available), etc.) and not accessible by the moving crew, and ensures those valuables are not accidentally pack by the Prime Contractor’s moving crews.

## E. WEIGHT ALLOWANCES

1. HHG:
  - a. In accordance with (IAW) JTR Paragraph 054304, the worldwide maximum weight of personal property that may be transported (and/or stored in connection with [ICW] transportation) is 18,000 pounds net weight for each customer.

**NOTE:** All travel between authorized points in the travel order should be accomplished as soon as possible. All authorized PCS allowances must be used and completed within one (1) year from the effective transfer or appointment date. You are financially responsible for PCS travel and transportation allowances beyond the initial one (1) year unless an extension is authorized or approved by the DoD Component as being in the Government's interest.
2. UB:
  - a. IAW JTR Paragraph 054305, UB weight allowance is 350 pounds net weight for each adult and dependent age 12 or older and 175 pounds net weight for each child under age 12.
  - b. UB is the part of your prescribed weight allowance of personal property that:
    - (1) Is not carried free on a ticket used for personal travel,
    - (2) Ordinarily is transported separately from the bulk of personal property, and
    - (3) Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination.
  - c. UB shipped ICW permanent duty and Renewal Travel Agreement consists of:
    - (1) Personal clothing and equipment.
    - (2) Essential pots, pans, and light housekeeping items.
    - (3) Items such as playpens, cribs, and baby carriages.
3. UB Personal Property:
  - a. Authorized UB Personal Property.
    - (1) UB ICW permanent duty and Consecutive Overseas Tour/In Place Consecutive Overseas Tour travel consists of personal clothing and equipment; essential pots, pans, and light housekeeping items; items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents.
    - (2) ICW an extended TDY assignment, UB is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

**NOTE:** TVs are limited by size, so if you are planning to ship a TV in your UB, please consult with the Prime Contractor's Move Coordinator based on acceptable TV size for shipment.
  - b. Unauthorized UB Personal Property.

Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in UB.

**NOTE:** Alcoholic beverages or personally owned firearms are not items needed at destination for interim housekeeping, therefore cannot be included in UB.
4. You, not your TO or the Prime Contractor, are responsible for staying within your authorized weight allowance, the Prime Contractor is only to assist in providing an accurate weight estimate. If the total combined weight of items packed, shipped, or stored exceeds your weight allowance,

you are financially responsible for the payment of all charges connected with excess weight in accordance with (IAW) the JTR and your Service guidance or regulations.

5. For this reason, estimating the weight of your personal property is very important. Estimates should start early, even before you visit your local TO or talk with your Prime Contractor POC to prepare your shipment in MilMove. The counselor at your TO or with the Prime Contractor requires an estimated weight for each shipment you intend to make.
6. An easy and usually dependable method for making this estimate is to figure 1,500 pounds per room (not including storage rooms or bathrooms), then add the estimated weight of large appliances and items in the garage, storage rooms, basement, etc. An optional method is to use the “Weight Estimator” at <https://www.ustranscom.mil/dp3/weightestimator.cfm>. The Prime Contractor also provides a “Weight Wizard” tool to help estimate your shipment weight and provide optimization for them to service shipments better. Once the estimated weight is saved in the “Weight Wizard”, you must call your Prime Contractor POC to make any changes and updates to the estimated weight.
7. Weight Estimates:  
Weight estimates are not official, they are planning tools only. You can never use weight estimates to refute excess weight charges. The Prime Contractor’s “Weight Wizard” once saved does not allow for changes to the estimated weight without contacting your Prime Contractor POC. If you make changes to your shipment after having your shipment weight saved in the “Weight Wizard” you must call your Prime Contractor POC to make updates and ensure your estimate is still within your entitlements.
8. Excess Weight Can Cost Big Money:
  - a. Exceeding your authorized weight allowance on a move can cost you a lot of money. Charges for excess weight can range from several hundred to several thousand dollars.
  - b. Notification of overweight charges can take many months after your move is completed. For shipments in excess of the authorized weight allowance, you are financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned. Payment for the transportation and collection from you for excess charges are IAW finance regulations (JTR Chapter 5). Contact your local TO or Prime Contractor POC for additional information regarding excess costs.
9. Verify Accuracy of Excess Cost:
  - a. The way to avoid excess weight charges is to stay within your authorized weight allowance by estimating your weight early and disposing of unnecessary possessions. When you receive a notification for exceeding your weight allowance, check it carefully. Often you may not have received credit for PBP&E/PRO-Gear. The estimated weight of PBP&E/PRO-Gear when you “Onboard”, during “Counseling”, “Pre-Move Survey”, but no later than the “1st-Day of Packing.
  - b. If you have any questions concerning your excess weight, contact your local TO or Prime Contractor POC.
10. Request for Reweigh:  
You may contact the responsible TO or the Prime Contractor to request a reweigh be performed, at no cost to you. This ensures a reweigh of your personal property is completed or scheduled prior to accepting delivery. If you are available when your shipment is reweighed, you have the right to witness the reweigh or request to see the reweigh tickets for verification.

11. Overseas Weight Limitations:

- a. When Government furnishings are provided at an Outside Continental United States (OCONUS) location, personal property transportation at Government expense to or from such an OCONUS location ordinarily is limited to 4,500 pounds net weight, including the weight of UB, unless otherwise specified in the JTR.
- b. Appropriate storage, or transportation to a designated place, is authorized for the remainder of your weight allowance.

**F. MOTORCYCLE/DIRT BIKE SHIPMENTS**

1. Generally, motorcycles and or dirt bikes can be shipped either as a separate Privately Owned Vehicle (POV) shipment, or in your personal property shipment. However, some countries do not allow the importation of motorcycles and or dirt bikes. If shipped to a country which does not allow their importation, the entire personal property shipment and or motorcycle or dirt bike may be held by the Host-Country Customs officials and may not be released until the unauthorized shipment has been corrected. This action may result in a monetary inconvenience on your part.
2. Contact your local TO or Prime Contractor POC for details based on Host-Country requirements to which being assigned to, or you may consult the Personal Property Consignment Instruction Guide (PPCIG).
3. When shipping a motorcycle, the following outlines your responsibilities during the moving process:
  - a. Fuel injected models must be drained of fuel. Carbureted models must be drained down to reserve, or as low as possible. This can be done by running the engine until empty or using a siphoning device.
  - b. Make sure that tires are properly inflated, and vehicle is free of fluid leaks. Oil, transmission, and fuel leaks are the usual culprits that must be repaired prior to shipment.
  - c. Only gel-type batteries are permitted. Disconnect battery and tape ends with electrical tape to prevent sparking.
  - d. Empty saddlebags and ensure you remove all belongings. Any paperwork, keys, boxes, or spare parts need to be shipped separately. Saddlebags and windshields can stay on the motorcycle and helmets may be shipped as long as they are securely strapped to the motorcycle.  
**NOTE:** Ensure inventory reflects when helmet is attached to the motorcycle.
  - e. Ensure motorcycle is unlocked so the driver can roll onto the truck and onto the skid.
  - f. If equipped with a full style touring windshield, it is recommended that it be removed and shipped separately (crated if necessary).

**G. PROFESSIONAL BOOKS, PAPERS & EQUIPMENT/PRO-GEAR (PBP&E)**

1. PBP&E is limited to 2,000 pounds net weight. It is important to identify PBP&E when you “Onboard”, during “Counseling”, “Pre-Move Survey”, but no later than the “1st-Day of Packing”.
2. For customers whose travel orders are issued 1 May 2014 and after. The allowances limit PBP&E to 2,000 pounds net weight and no longer include personal computers and accompanying equipment, and/or awards presented for significant contributions while performing official duties.
3. Customers whose travel orders were issued prior to 1 May 2014 are not subject to the PBP&E weight limitation and may include personal computers and accompanying equipment, and awards

presented for significant contributions while performing official duties. Customers who have transported more than 2,000 pounds of PBP&E overseas prior to the change will be grandfathered and allowed to return the same amount to the Continental United States (CONUS). Please see the JTR, Paragraph 054309, PBP&E Weight Limitation, for further information.

4. A customer must receive prior approval from the gaining duty station to ship PBP&E/PRO-Gear, travel orders must state that shipment of PBP&E/PRO-Gear is authorized, and the official travel order must contain a separate line of accounting for PBP&E/PRO-Gear. Additionally, the weight of your PBP&E/PRO-Gear shipped counts toward your authorized weight allowance.
5. If the shipment of PBP&E/PRO-Gear might cause an excess weight condition as determined before transportation, PBP&E/PRO-Gear may be moved as an administrative expense as opposed to a personal property transportation expense; which may be authorized subject to the following conditions:
  - a. Before shipment occurs, you must furnish an itemized inventory of PBP&E/PRO-Gear for review by an official designated by the authorizing/order-issuing command.
  - b. You must furnish evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the personal property results in a weight in an excess weight situation.
  - c. An official designated by the authorizing/order-issuing command at the new Permanent Duty Station (PDS) must review and certify that the itemized PBP&E/PRO-Gear are necessary for the proper performance of your duties at the new PDS and that, if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for your use at the new PDS.
6. PBP&E/PRO-Gear are articles of personal property in your possession needed for the performance of official duties at the next or later destination. The following are examples of PBP&E/PRO-Gear:
  - a. Reference material.
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions.
  - c. Specialized clothing such as dive suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing.
  - d. Communication equipment used by you in association with the Military Affiliate Radio System.
  - e. Individually owned or specially issued field clothing and equipment.
  - f. Government-or uniformed service-owned accountable Organizational Clothing and Individual Clothing property issued to the customer by the Service/DoD Component for official use.

**NOTE:** The following are excluded from PBP&E/PRO-Gear:

- (1) Commercial products for sale/resale used in conducting business.
- (2) Sports equipment.
- (3) Office furniture.
- (4) Household furniture.
- (5) Shop fixtures.



- (6) Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).
- (7) Personal computer equipment and peripheral devices.
- (8) Memorabilia, including awards, plaques, or other objects presented for past performance (includes any type of going away gifts, office decorations, pictures, etc.).
- (9) Table service, including flatware (including serving pieces), dishes (including serving pieces, salvers, and their heating units), other utensils, and glassware.
- (10) Other items of a professional nature that are not necessary at the next or subsequent PDS, such as textbooks from previous schools unrelated to future duties; personal books, even if used as part of a past professional reading program or course of instruction; and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

## **H. WHEN TO MAKE ARRANGEMENTS**

You may request a personal property shipment at any time after you receive your official orders/authorization. Contact your TO or go to My.Move login page (<https://my.move.mil/>) for access to MilMove and start the process for your authorized personal property shipment(s).

1. Acting early may increase the chances of having your personal property moved on your requested date(s). Pack dates are determined by the estimated weight you are planning to and authorized to move.
2. Pack dates can and do vary, so to ensure a smooth move, the Prime Contractor POC coordinates the pack dates with you during the Pre-Move Survey process.
3. Delaying access to MilMove and starting your shipment request, calling or visiting your local TO, may negatively impact your Personally Property move and family.

## **I. PICKUP DATE SPREAD**

1. The use of a pickup date spread is to provide customers greater certainty when scheduling personal property shipments. The Prime Contractor will provide a pickup date spread which will not exceed seven (7) consecutive calendar days from your requested pickup date contained within that spread. The Prime Contractor will document the start and end of the spread and your acceptance within their information technology system. The Prime Contractor will provide a firm schedule for all applicable relocation services as required. The Prime Contractor will ensure all firm dates are within the previously agreed upon spread.
2. It is important to note that the pack date(s) will not always fall within the pickup spread dates and may come before pickup date spread window.

## **J. WHO TO SEE**

The Army, Navy, Air Force, Marine Corps, and Coast Guard operate TOs. Your local TO is a resource for when questions or problems about the movement of your personal property arise prior to shipment. However, the Prime Contractor POC should be your first line of defense for questions related to your move.

## **K. WHAT YOU “MAY” SHIP AS PERSONAL PROPERTY**

1. Items associated with the home and personal effects belonging to you and dependents on your effective date of transfer or appointment that legally may be accepted and transported by a commercial personal property carrier. Personal property also includes:

- a. PBP&E/PRO-Gear needed and not needed for the performance of official duties at the next or a later destination. PBP&E/PRO-Gear that are needed but may cause the personal property total weight to exceed 18,000 pounds optionally may be shipped administratively and therefore must be weighed separately and identified on the origin inventory as PBP&E/PRO-Gear.
- b. Spare POV parts (e.g., car engine/transmission) not to exceed the member's administrative personal property weight allowance. A pickup tailgate, when removed from the pickup truck may be shipped as POV spare parts.
- c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), Compact Disk players, Global Positioning Systems, and miscellaneous associated hardware).
- d. Consumable (non-perishable) goods for you with Permanent Change of Station (PCS) travel authorization to locations listed on the Defense Travel Management Office website in the JTR, Paragraph 054310 F.
- e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski, or snowmobile [and/or the associated trailer] of reasonable size) that can fit into a moving van.
- f. Boats or personal watercraft and their associated trailers belonging to customers which exceed 18 feet in length do not meet the definition of personal property and, therefore, are not authorized for a shipment at Government expense. The maximum size that will fit into a moving van is 14 feet in length, 6 feet 10 inches in width, and a height of 6 feet 5 inches.

**NOTE:** Special packing, crating, and/or handling expenses for these articles are your financial responsibility.

- g. Ultra-Light vehicles (defined as being single occupant, for recreation or sport purposes, weighing less than 155 pounds if unpowered or less than 254 pounds if powered, having a fuel capacity not to exceed [NTE] 5 gallons, airspeed NTE 55 knots, and power-off stall speed NTE 24 knots).
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than eight (8) feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than four (4) feet (unless detachable).
- i. Lithium Batteries can be shipped with your personal property in limited quantities dictated by the mode of transportation being provided. Limited quantities means lithium-ion batteries rated at 100 watt-hours or less (20 watt-hours or less for lithium-ion cell) and lithium metal batteries containing two (2) grams or less of lithium content (one [1] gram or less for lithium metal cell). Lithium batteries greater than the limited quantities listed are prohibited from being shipped.
  - (1) The stated limits are not aggregate of all lithium batteries in your personal property. For example, shipping two lithium-ion batteries at 50 watt-hours does not mean you have met your allowed lithium battery limit. You could have three, four, five, etc. lithium-ion batteries that are each 75 watt-hours. They would all be allowed because they are under the lithium-ion battery limit of 100 watt-hours, given they are all in a working condition and properly packaged, labeled and/or certified (if required).
  - (2) For air shipments lithium batteries are typically limited to a max of two lithium batteries per consignment (shipment). However, each air carrier may have determined shipments of lithium batteries are not allowed. It is important to understand this requirement and if possible, limit what you ship as part of a shipment that goes by air transport to not cause delays.

- (3) Lithium batteries of all types and sizes are prohibited from NTS. While NTS is prohibited, storage in-transit is allowed; however, if any shipment is rerouted to or converted to NTS you may have to provide disposition instructions to remove the item(s) from your shipment.

**NOTE:** The requirements for lithium batteries pertain to shipping and/or storing as a personally procured move. You will not be reimbursed for shipping lithium batteries over the allowable watt-hours above in [Paragraph K.1.i](#).

- (4) There are two types of lithium batteries, lithium-ion and lithium metal:
  - (a) Lithium metal batteries are commonly found in cameras, watches, remote controls, handheld games, and smoke detectors. Lithium metal batteries are single use and NOT rechargeable and come in various forms including cylindrical, button cells, or coin cells. Always check items for the type of batteries installed. They will commonly identify lithium battery on the item.
  - (b) Lithium-ion batteries are commonly found in cellphones, power tools, digital cameras, laptops, children’s toys, electric cigarettes, robot vacuums, small and large appliances, tablets, electric readers, lawn care equipment, and electric bikes (e-bikes). Lithium-ion batteries are rechargeable and intended for multiple use. Some lithium-ion batteries are internal to a product and not easily removable, while others may be. Check manufacturer’s instructions for battery removal, if applicable.
- (5) The Prime Contractor is required to properly package, label, and certify (if required) lithium-ion batteries rated at 100 watt-hours or less (20 watt-hours or less for lithium-ion cell) and lithium metal batteries containing two (2) grams or less of lithium content (one [1] gram or less for lithium metal cell).
- (6) To determine the watt-hour rating it is sometimes printed on the battery; or an Internet search of the make and model of the item containing the battery may provide the size of the battery. If not, take the volts (V) and multiply by ampere-hours (Ah) to determine watt-hours. If the battery has milliamperes, often written as mAh, divide the mAh by 1000. For example, a lithium-ion battery with 3500 mAh would be equal to 3.5 Ah. For lithium metal, take the ampere-hours and multiply by .3 to get the lithium content.
- (7) E-bikes, scooters, and large lawn equipment (i.e., riding lawnmowers) powered by lithium-ion batteries are some common items that may be prohibited in personal property shipments given they have unique shipping requirements and are often larger than the 100-watt-hour size limitation.

## L. WHAT YOU “MAY NOT” SHIP AS PERSONAL PROPERTY

1. The following items may not be shipped as personal property (includes, but not limited to):
  - a. Personal baggage when carried free on commercial transportation.
  - b. Automobiles, trucks, vans and similar motor vehicles, airplanes, mobile homes, camper trailers, horse trailers, and farming vehicles.
  - c. Live animals including birds, fish, and reptiles.
  - d. Articles that otherwise would qualify as personal property but are acquired after the PCS authorization/order effective date, except:
    - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on or after the PCS authorization/order effective date, but before the date the bulk of the personal property are released to the Prime Contractor for transportation

- when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)), or
- (2) Replacement personal property items, in cases in which the original personal property shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#)).
- e. Cordwood and building materials.
  - f. Personal property for resale, disposal, or commercial use.
  - g. Live ammunition.
  - h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks, cleaning supplies, light bulbs, and batteries. See DTR Part IV Appendix B-B, [Examples of Hazardous Materials](#).
- NOTE:** Lithium batteries at limited levels are allowed in personal property shipments. However, they are prohibited from being placed in NTS. See Paragraph K.1.i of this attachment for further information.
- i. Perishable food items (meat, eggs, vegetables) open containers not sealed (rice, cereal, sugar).
  - j. Personal property does not include plants, unless transportation is less than 150 miles or delivery requires less than 24 hours, no storage is required, and no watering or other tasks are required during transport.
2. Local, state, federal regulations and laws, and foreign country or international (if applicable) governances' impact Prime Contractor's authorized services and may prohibit commercial shipment of certain articles not listed above. Laws and regulations prohibit articles liable to impregnate or otherwise damage equipment or other property—for example, hazardous materials including explosives, flammable and corrosive materials, and poisons. Contact your TO or Prime Contractor POC if you have a question about any item refused for shipment by the Prime Contractor.
3. If you are not sure of an item, check with your TO or Prime Contractor POC for more details.
4. E-bikes, scooters, and large lawn equipment (i.e., riding lawnmowers) powered by lithium-ion batteries are some common items that may be prohibited in personal property shipments given they have unique shipping requirements and are often larger than the 100-watt-hour size limitation.

## M. PREVENT PEST INFESTATION

### [Do Not Move a Serious Pest to a New Neighborhood.](#)

1. [Spongy Moth.](#)
  - a. Planning to move from a state infested with spongy moth to one that is not infested? Moving your outdoor lawn furniture, lawnmower, garden tools and or playground equipment across State lines? You need to know about a regulation intended to prevent the interstate spread of this pest.
  - b. To prevent the spread of spongy moth, you are responsible for making sure that your outdoor household articles do not move the spongy moth. How you do this is your decision. The quarantine regulations allow for self-inspection of personal property, and the web link in Paragraph M.1.c. below provides additional information that may assist you should you choose to self-inspect. Alternatively, you may pay a U.S. Department of Agriculture (USDA)-trained certified pesticide applicator to inspect the articles you plan to move.

- c. To learn more about the spongy moth, where the problematic areas are, and how you can prevent the spread of spongy moth, go to <https://usdasearch.usda.gov/search?utf8=%3F&affiliate=usda-aphis&query=gypsy+moth&commit=Search> or [https://www.aphis.usda.gov/aphis/ourfocus/planthealth/plant-pest-and-disease-programs/pests-and-diseases/sa\\_insects/spongy-moth/](https://www.aphis.usda.gov/aphis/ourfocus/planthealth/plant-pest-and-disease-programs/pests-and-diseases/sa_insects/spongy-moth/). Your local TO or Prime Contractor point of contact can also provide additional details.
2. Spotted Lanternfly.
    - a. If you're moving from Pennsylvania, New Jersey, Delaware or Northern Virginia, these states are infested with the Spotted Lanternfly. Spotted Lanternflies feed on a wide range of fruit, ornamental and woody trees, with Tree-of-Heaven being one of the preferred hosts.
    - b. Preventing the Spread of the Spotted Lanternfly, residents of Pennsylvania, Delaware and surrounding states are encouraged to help control the spread of this invasive pest. Early detection is vital for the protection of several agricultural industries.
    - c. Spotted Lanternflies expand their range by laying eggs on vehicles or on other items which are subsequently moved or shipped to another location. The best way to keep the Spotted Lanternfly in check is to monitor the landscape vigilantly and destroy any insects or egg masses found. Learn what Spotted Lanternflies look like at all life stages, and proactively look for them in the landscape:
      - (1) Inspect outdoor furniture, hardscape, and other smooth surfaces regularly for the presence of egg masses.
      - (2) Inspect vehicles before leaving a potentially infected area.
      - (3) Inspect any items that have been stored outside carefully for insects and egg masses before shipping or transporting.
      - (4) Avoid moving or transporting firewood or tree trimmings from an infected area.
      - (5) Avoid parking vehicles and storing equipment or firewood under trees in at-risk areas.
      - (6) Anything near or planted by a Tree-of-Heaven should be monitored closely and checked for egg masses.
      - (7) Tree-of-Heaven can itself be invasive; if you have unwanted Trees-of-Heaven on your property this may be a good time to consider removing them. To learn more about the Spotted Lanternfly, where the problematic areas are, and how you can prevent the spread of the Spotted Lanternfly, go to : [www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/the-threat/spotted-lanternfly/spotted-lanternfly](http://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/the-threat/spotted-lanternfly/spotted-lanternfly). Your local TO can also provide additional details.

## **N. ALCOHOLIC BEVERAGE SHIPMENT**

1. Each Service allows for the importation of Alcoholic Beverage Shipment; however, the method of importation varies. The following extract from the JTR states that the shipment of alcoholic beverages as personal property must conform to 27 United States Code, Section 122. For further details, contact your local TO.

*Section 122 – Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the United States, or place noncontiguous to but subject to the*

*jurisdiction thereof, or from any foreign country into any State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.*

2. [Visit the following websites for additional information on the importation of alcoholic beverages:](#)

  - a. State Wine Laws: <http://www.wineinstitute.org> (select the State Shipping Laws link on the left side of the Web page.)
  - b. Personal Importation of Alcoholic Beverages: <https://www.ttb.gov/>
  - c. Alcohol Beverage Control Boards for the United States: <https://www.ttb.gov/>

3. Alcoholic beverages (including wine) are not to be stored in NTS. Customers will be notified by TO or Prime Contractor POC to coordinate disposition of alcoholic beverages that are shipped and converted to NTS. The customer will then have 30 days to provide disposition instructions.

## **O. SHIPPING OR STORING YOUR POV**

To obtain information regarding shipping and/or storing your POV, visit the website for Shipping Your POV at [https://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_3.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf) or Storing Your POV at [https://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_4.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf).

## **P. FIREARMS**

1. When shipping firearms within or to the CONUS, you must comply with local and/or state laws, and Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations. For shipments to overseas countries, you must abide by the laws of the host country. When returning firearms from overseas to the United States, you must identify your firearms on your individual customs declarations and obtain ATF Form 6, Part II, and ATF Form 6A. These forms are required to bring firearms into the United States. The forms are available on the ATF website at <http://www.atf.gov/>, and the process period may be as long as six (6) weeks. Some basic rules include:
  - a. Make the firearm inoperable by removing the bolt, firing pin, trigger assembly, and other arming parts.
  - b. Remove all ammunition from the firearm.
  - c. Ensure the firearm information is written on the inventory: make, model, serial number, unique characteristics, and caliber or gauge.
  - d. Firearms shipped in containerized shipments must be placed in the number one container to ensure easy access by custom officials.
  - e. Firearms must not be locked in a safe.
2. Compliance with the law is your responsibility: Local, state, federal regulations and laws, and foreign country laws or international (if applicable) governances vary regarding possession and registration of firearms, to include banned weapons. To be legal and safe, do not open or conceal carry firearms on your person, except as authorized by local laws and regulations. When carrying a weapon, be sure to check local, state, federal regulations and laws, and foreign country laws or international (if applicable) governances through which you intend to travel to your new duty station.
3. Any privately owned firearm without a serial number is prohibited from being shipped or stored as part of a personal property shipment. The only exception for authorized shipment, in the

absence of serial number, is if the firearm was manufactured prior to 1968 IAW Title 27 Code of Federal Regulations (CFR) Section 923(i) Identification Markings Placed on Firearms (Federal Register: Identification Markings Placed on Firearms [98R-341P]).

## Q. ARRANGING THE MOVE

When arranging a personal property shipment, you will be required to access MilMove (<https://my.move.mil/>) and follow the “Onboard” process or visit your local TO for assistance. The following is required at the time of “Counseling”:

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

**NOTE:** For shipments from the United States to overseas (export) or shipments from overseas to the United States (imports): If you would like to request that certain data elements of your PII not be shared or made available to the public per 19 CFR 103.31, complete a confidentiality request form located at <https://www.cbp.gov/trade/automated/electronic-vessel-manifest-confidentiality>, select “Electronic Vessel Manifest Confidentiality Online Application”. Complete and submit the form online.

2. An idea of when you want to move and an estimated weight for all authorized types of shipments (i.e. HHG, UB, PPM, etc.) that you are planning to move.

**NOTE:** All weight estimates provide your counselor with valuable data to help support and service your shipping plans.

Be as flexible as possible when selecting pack and pickup dates. Your preferred dates may not be available during some periods such as summer or days near official holidays. Avoid scheduling lease termination or house sale closing on the same date your personal property is to be packed, picked up, or delivered. Leave some time in your schedule for the unforeseen. You or your designated representative must be available between the hours of 8:00 am and 5:00 pm for the Prime Contractor’s arrival between the hours of 8:00 a.m. and 12:00 p.m. (morning) or 12:00 p.m. and 5:00 p.m. (afternoon) on pack, pickup, and delivery dates. If the pack, pickup, or delivery hours are expected to extend beyond 9:00 p.m., the Prime Contractor must ask for prior approval from the Government to deliver. You or your assigned representative must be present during the entire move process.

3. The date you plan to arrive at your new duty station. Your arrival date assists the Prime Contractor with scheduling delivery of your shipment(s), which may reduce storage in-transit costs paid by the Government. For example, if you know you are not available to accept a shipment for three (3) months, do not schedule a personal property delivery date during the three (3) months you are not available.
4. What type of shipment you want to make (HHG, UB, etc.) and an estimated weight you plan to move. Do not forget to declare PBP&E/PRO-Gear.
5. Information on excess cost. Excess cost beyond your weight allowance can be costly and can be hundreds or thousands of dollars. If you have not used an item, or you plan to get rid of it “soon,” we encourage you to “pitch it before we ship it.”
6. A list of large or unusual items (e.g., large screen TV [i.e., plasma, LCD, DLP], piano, pool table, china cabinet, wall unit, satellite dish, hot tub, boat, motorcycle, recreational vehicle).
7. A list of potential items that you would like to ship containing lithium batteries and size of batteries (i.e., watt-hours).
8. A letter of authorization signed by you or a power of attorney is required if you are unable to visit the local TO or discuss with your Prime Contractor POC. You may appoint your spouse or an agent to act on your behalf. Be sure the person you choose knows what you want and has the

information to make the right arrangements. Remember, this person is acting for you, and you are responsible for that person's decisions.

## R. DOCUMENTATION

When you receive your personal property counseling from either the TO or Prime Contractor, your counselor may provide you with copies of any documentation required and associated with the movement of your personal property. You are responsible for reviewing all documentation carefully and ensure it is accurate prior to signing.

**NOTE:** It is recommended that you hand-carry copies (electronic or paper) of the personal property shipment documents to your new destination.

## S. RESPONSIBILITIES

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

### 1. Your Responsibilities (at Origin):

- a. Keep your TO or Prime Contractor POC informed of any change in your orders or other changes, such as a current telephone number or e-mail address where you are available until you leave your old duty station.
- b. If shipping any engine power driven equipment (e.g., motorcycle, dirt bike, lawnmower, snowmobile, moped, boat), ensure they are free of dirt, grease and drain all fuel or fuel mixture (see note below) from power-equipment prior to pick up. Disconnect the battery cables and tape (electrical tape) the cable leads so they do not make contact with the battery terminals. Batteries with acid or alkali are prohibited from shipment; only non-spillable gel-type batteries are authorized. Disconnect lead from spark plug and tape (electrical tape) the wire lead so it does not make contact with spark plug. With the motorcycle/dirt bike running, completely run it out of gas until it stalls.

**NOTE:** No fuel can be in the tank when shipping a motorcycle/dirt bike as a personal property shipment.

- c. Do not change your shipping dates unless necessary. Changing moving dates, especially during the summer months, can mean a lengthy delay in getting your move rescheduled. Contact your Prime Contractor POC, immediately, if rescheduling the shipping dates is necessary. Notify the Prime Contractor POC if you or your designated representative is not available during the scheduled pack and or pickup dates. If the Prime Contractor arrives to pack or pickup your personal property and either you or your designated representative is not available, you may be financially responsible for an "Attempted" pickup charge. This fee must be paid in full prior to re-scheduling new pack and pickup dates.
- d. Once you have received MilMove email notification that your shipment has been successfully transferred to the Prime Contractor, you will receive communication within a set amount of time (see below table).



Days between <u>MilMove</u> Notification Date and Desired Pickup Date	Notification Requirement based on <u>MilMove</u> Email
Greater than or equal to 60 Days	7 Days
Greater than 30 and less than 60 days	4 Day
Equal to and <u>Less</u> than 30 days	3 Day
Less than 5 days	1 Day

**NOTE:** If you do not receive contact from the Prime Contractor, please contact your local TO for assistance.

- e. You or your designated representative (in writing) must be home on the day of pack and pickup between the hours of 8:00 a.m. and 5:00 p.m. when the Prime Contractor arrives (morning 8:00 a.m. - 12:00 p.m. or afternoon 12:00 p.m. – 5:00 p.m.) to pack and pickup your belongings. If the pack and pickup hours are expected to exceed 9:00 p.m., the Prime Contractor must have prior approval to begin.
- f. Begin planning your move and contact your TO or Prime Contractor point of contact the day you receive orders. It is never too early to plan for your PCS.
- g. If you want to request confidentiality of your PII, complete the confidentiality request form located on <https://www.cbp.gov/trade/automated/electronic-vessel-manifest-confidentiality>, select “Electronic Vessel Manifest Confidentiality Online Application”. Complete and submit the form online.
- h. Ensure any untidiness of your residence or pickup location does not hinder the job performance of the crew that packs your property. If the Prime Contractor is delayed or must return on another day due to the residence not being prepared and/or in disarray and the property is unable to be packed and loaded, this may result in an attempted pick-up charge to the customer.
- i. Remove your TV antenna; disconnect your satellite dish.
- j. Empty, defrost, and thoroughly wash the inside of your refrigerator and/or freezer to keep mildew at a minimum during transit and storage, these appliances need at least two (2) days to dry out. Leave doors open after cleaning.
- k. Drain water from hot tubs and waterbeds.
- l. Remove window air conditioners.
- m. Disconnect and prepare all components such as stereos, compact disc players, videodisc players, computers, printers, televisions, and VCRs for the move.
- n. Disconnect all appliances, such as washer, dryer, and stove. Charges associated with disconnecting these appliances are your responsibility so you should complete disconnections prior to the personal property pack and pickup dates. If you are shipping a front-load washer, please provide necessary hardware (e.g., shipping bolts) when available.
- o. Disconnect TVs (Plasma/LCD/DLP); unmount them from the wall.
- p. Dispose of foods and liquids that could spill or spoil in transit.
- q. Dispose of worn out and unneeded items before the move to avoid wasteful packing, moving, or storage expenses and excess weight to you.
- r. Remove hanging objects scheduled for shipping from the walls, ceilings, and cabinet. This includes curtain rods, kitchenware (kitchen utensil, food racks), mirrors, and pictures.

- s. Dismantle, clean and dry outdoor play equipment and outdoor structures (e.g., utility sheds, playhouses, swing, or gym sets).
- t. Ensure personal property items are free of soil/pest infestation (e.g., spongy moths, brown tree snakes). Remember: Complying with requirements of the USDA and state laws is your responsibility. If an infestation is found, the move will stop until an exterminator has fumigated the residence. Confirmation by the TO and a review of fumigation documentation is needed prior to rescheduling you move.
- u. Remove personal property from an attic, crawl space, or similar storage area within the residence. The Prime Contractor is not required to go into areas that:
  - (1) Are not accessible by a permanent stairway (ladders are not considered a permanent stairway),
  - (2) Are not adequately lighted,
  - (3) Do not have a finished floor, and
  - (4) Do not allow a person to stand upright.
- v. Have your property separated by shipment and distinctly marked. Put items that are to go in the UB shipment in one room. Distinctly mark items for storage, items not to be packed, etc. This reduces the chance of items getting into the wrong shipment or preventing shipment of discarded items. When possible, dispose of all trash and items to be discarded prior to the Prime Contractor's arrival.
- w. Separate your professional items and any authorized additional consumables. Be sure they are identified on the inventory as "PBP&E/PRO-Gear" or "Consumable Items" and ensure they are weighed separately or a constructive weight has been annotated on the inventory.
- x. Remove all old markings and stickers from furniture and boxes from previous moves.
- y. Identify contents left in drawers. Be sure the inventory reflects the contents.
- z. Safeguard all cash, jewelry, or other expensive items. Recommend Hand-Carry or finding an alternate option to ensure safeguard.
- aa. Airline tickets and passports are important documents. It is a good idea to keep these items locked in your car or ask a friend or neighbor to keep them until your personal property shipment is picked up.
- bb. Ensure each carton and loose item (e.g., ladder, rake) has an inventory tag and all tag numbers appear on the inventory.
- cc. Monitor the wrapping and packing of your items. Make sure everything is wrapped individually and adequately. Make sure heavy items are not packed on top of light items.
- dd. Have any pre-packed boxes, cartons or totes available for the Prime Contractor representative to open and inventory. The Prime Contractor may repack items in pre-packed containers to ensure safe transport of your property.
- ee. Carefully read the inventory prepared by the Prime Contractor's personnel before you sign. Look at it from time to time while the items are packed. Ensure all boxes and loose items are listed correctly on the inventory. If a box contains crystal or ceramic figurines, make sure the inventory says "crystal" or "Hummels" or "Lladros," etc., instead of a generic description such as "kitchen items" or "glass."
- ff. Make sure major items (e.g., pieces of stereo equipment) are individually noted on the inventory with complete and accurate descriptions.

- gg. If the packers list “color television,” have them add the size, make, model, and serial number (when readily accessible). This procedure also applies to stereo and video components. Closely check the string of symbols showing pre-existing damage. These symbols are explained in the top, right-hand corner of the inventory. For example, “BR 2-4-5-3” means “broken, bottom, front-left corner.”
- hh. A good inventory shows what you shipped and what condition the item was in at the time of pickup. If your inventory is inaccurate, tell the Prime Contractor’s representative, and write down why you disagree at the bottom of the inventory in the space marked for exceptions.
- ii. Do not argue with the Prime Contractor’s representative. If you have a problem, call your Prime Contractor POC or TO at once.
- jj. Do not sign anything until you read, understand, and agree with it. You must be provided a legible copy of everything you sign. Never sign a blank, incomplete, or illegible form, or a form you cannot clearly understand.

2. Your Responsibilities (at Destination):

- a. Contact the Prime Contractor POC as soon as possible after your arrival even though you may not know the delivery address for your personal property. The TO and Prime Contractor needs a telephone number(s), personal email address(s), and an address where you can be reached on short notice.
- b. As soon as you have a delivery address for your personal property, call the Prime Contractor again and provide this information.
- c. If possible, be prepared to accept delivery of your property as soon as it arrives. This will prevent additional handling, reduce the chance of loss or damage, and reduce or eliminate storage expenses.
- d. You or your designated representative (in writing) must be home on the day of delivery between the hours of 8:00 a.m. and 5:00 p.m. when the Prime Contractor arrives (morning 8:00 a.m. - 12:00 p.m. or afternoon 12:00 p.m. – 5:00 p.m.) to unpack and remove your belongings. If the delivery and unpacking hours are expected to exceed 9:00 p.m., the Prime Contractor must have prior approval to begin.
- e. Know in advance where you want each piece of furniture placed in your new residence. You are allowed a “one time placement of goods” by the Prime Contractor upon your request.
- f. Check each carton or item off the inventory. Make sure everything that was picked up is delivered.
- g. If you discover any loss and/or damage at the time of delivery, notify the Prime Contractor and provide a list of all missing and or damaged items by appropriate inventory number. Please refer to [Paragraph T](#). for Claims for Loss and Damage for additional information and guidance.
- h. Do not sign for services if the Prime Contractor representative did not perform them.
- i. Do not argue with the Prime Contractor representative. Contact the destination TO if problems arise.

3. Prime Contractor’s Responsibilities (at Origin):

- a. Conduct Pre-Move Survey (physical, virtual, or telephonic) depending on the type of shipment, pickup location, and estimated weight. When required, it should be conducted prior to the first day of packing.
  - (1) Purpose of Pre-Move Survey: Prime Contractor determines weight and volume of property to be packed and loaded, quantity and type of packing materials required,

whether or not items require special crating (e.g., marble tops, artwork, grandfather clock), whether a third party should be involved to disassemble certain objects (e.g., German Wall Unit, other specialized furniture/equipment). If a Prime Contractor representative feels special services are required that were not identified at the time of counseling, the Prime Contractor representative submits a request to the Task Ordering Office (TOO) for review/approval. (The TOO makes the final determination. If denied, you can request the Prime Contractor to provide specialized services, however, at your own expense).

- (2) Prime Contractor determines the number of days required to pack/pick up shipment.
  - (3) Prime Contractor and you can negotiate pack, pickup, and delivery dates during the Pre-Move Survey. Keep the Prime Contractor informed of any changes, to include pickup/delivery address, telephone number, or e-mail address changes.
  - (4) For domestic and international personal property shipments, the member receives a toll-free number prior to pick up for direct communication between the member and the Prime Contractor. The toll-free number may be used for customer inquiries and problem resolution during any phase of the move. The Prime Contractor must answer the call within four (4) minutes to address your concerns.
- b. Begin packing/pickup between 8:00 a.m. and 12:00 p.m. or 12:00 p.m. and 5:00 p.m. not to extend past 9:00 p.m. without prior Government approval.
  - c. Protect appliances against damage while in transit. The Prime Contractor secures moving parts that, if allowed to move in transit, could damage the appliance.
  - d. Use new, clean packing materials for linen, clothing, and bedding.
  - e. Use new or like-new packing materials for all other items. Excelsior or newspaper is not allowed. Items packed in boxes should be padded and insulated from carton walls.
  - f. Pack mirrors, pictures, and glass tabletops in specially designed cartons.
  - g. Wrap and protect personal and real (private or public) property in order to protect personal and real (private or public) property to ensure all finished surfaces are free from marring or scratching; use furniture pads during the wrapping, packing, and loading of all items, cartons, boxes, and crates.
  - h. Properly roll and protect rug and rug pads at residence. Only small throw rugs may be folded.
  - i. Pack all designated PBP&E in separate boxes. These cartons must be marked “PBP&E/PRO-Gear,” weighed separately, and listed on the inventory form.
  - j. All nuts, bolts, and screws, small hardware, and other fasteners removed from articles for shipment must be properly affixed/packaged to allow for reassembly at destination. If packaged separately, items must be properly inventoried and cross-referenced to the associated inventory item in which the hardware belongs (i.e., “Nuts, bolts, screws for Inventory #55 - Baby Crib”).
  - k. Mark each carton to show general contents.
  - l. Prepare an accurate and legible inventory, to include high-value items and high-risk inventories if applicable.
  - m. Remove all excess packing material from your residence.

4. Prime Contractor’s Responsibilities (at Destination):

- a. Begin delivery between 8:00 a.m. and 12:00 p.m. or 12:00 p.m. and 5:00 p.m. not to extend past 9:00 p.m. without prior Government approval.
- b. Perform a one-time placement of rugs prior to placement of your personal property.
- c. Protect all personal and real (private and public) property to ensure:
  - (1) All finished surfaces (i.e., walls, floors, ceilings, etc.) are free from damages.
  - (2) Safe unpacking and unwrapping of all cartons, boxes, and crates.Unpack, and unwrapping of cartons, boxes, and crates in order to protect personal and real (private or public) property to ensure all finished surfaces are free from marring or scratching; use furniture pads during the unload, unpack, and unwrapping of all cartons, boxes, and crates.
- d. Place each item or carton in the room you indicate. This one-time placement includes placing unpacked articles in cabinets, cupboards, or on kitchen shelves when convenient, safe, and it is your desired location. Have placement planned out before the Prime Contractor representative arrives. Prime Contractor is required to place each item only once.
- e. Assemble all furniture and equipment if disassembled at origin.
- f. Remove packing and blocking from appliances. The Prime Contractor representative is not required to connect appliances to electric, gas, or water outlets.
- g. Provide a “Joint” written record of any loss and or damage at delivery based on the Prime Contractor’s claim filing process. The Prime Contractor will provide you with the process and timelines associated with filing a claim.
- h. As stated earlier, Prime Contractor representative is not required to go into an attic, crawl space, or similar storage area for the purpose of delivering and placing personal property. This includes areas that:
  - (1) Are not accessible by a permanent stairway (ladders are not permanent stairways),
  - (2) Are not adequately lighted,
  - (3) Do not have a finished floor, and
  - (4) Do not allow a person to stand upright.
- i. Once the shipment has been delivered, the Prime Contractor representative is not required to deliver property to a self- storage facility.
- j. In the event of a catastrophic loss reach out to your Prime Contractor POC for guidance or contact your local TO for assistance.

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

**T. CLAIMS FOR LOSS AND DAMAGE**

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

1. When you discover loss or damage, you have 180 days from the delivery date to notify the Prime Contractor of the loss or damage.

2. For loss or damage discovered at delivery, the Prime Contractor will create a report, at the time of delivery for loss or damage discovered. Prior to the Prime Contractor leaving the residence, both you and the Prime Contractor must sign the report. The report must contain contact information for the customer to contact the Prime Contractor for any later discovered loss or damage. The Prime Contractor shall counsel you that (1) multiple claims may be filed for the same shipment and (2) claims may be filed for loss or damage to items not discovered at time of delivery.
3. Loss or damage discovered after delivery shall be presumed to have been caused by the Prime Contractor if notice of loss or damage has been provided within 180 days from date of delivery and a claim is submitted within two (2) years from delivery. However, for full replacement value, the customer must submit the claim with the Prime Contractor within nine (9) months of delivery date.
4. Signing the loss or damage report DOES NOT constitute filing a claim.
5. All DoD customers are eligible for FRV protection on DoD-funded personal property shipments at no cost to you.
6. If your property is lost or damaged during a move, they may file a claim with the Prime Contractor. The member can file a claim directly with the Prime Contractor for damaged or lost items at the time of delivery or after delivery.
7. Claims Processing:
  - a. The Prime Contractor will ensure that the claim has sufficient information to properly adjudicate the claim and work with you to retrieve all necessary information.
  - b. The Prime Contractor will acknowledge receipt of a claim within 15 calendar days of receiving a claim. The Prime Contractor does have the ability to deny all or part of the claim and respond with a proposed dollar amount settlement on an item-by-item basis. The Prime Contractor proposed amounts will reflect costs to repair or replace items as appropriate.
  - c. If the customer does not accept the proposal, the contractor shall make an initial offer or denial to the customer for each separate item claimed.
  - d. You can accept or deny any proposed settlement and dispute with a counteroffer for each item the Prime Contractor denies. If an agreement cannot be met or dissatisfaction of settlement exists, you may transfer to the Military Claims Office (MCO).
  - e. All repairs must be initiated within 30 calendar days of receipt of notice that you have accepted a full or partial settlement.
  - f. Claim negotiations shall cease once items are transferred to the MCO.
  - g. For Organizational Clothing and Individual Equipment, the Government will pursue recovery for loss or damage.

**NOTE 1:** Quick Claim Settlement: The Prime Contractor shall provide a quick claims settlement procedure. However, the settlement agreement will only identify and list those items or damage for which the quick claim is being settled.

**NOTE 2:** Partial Settlement: You and the Prime Contractor may agree on a lump sum payment for the entire claim instead of by separate items. This will preclude the customer from transferring the claim to the MCO if an agreement is made.
8. For additional information on FRV, visit <https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/file-a-claim-after-your-military-move/> or go online to your respective Service claims office listed below.
  - a. Service Claims Office:
    - (1) Army: <https://www.jagenet.army.mil/>

- (2) Air Force: <https://claims.jag.af.mil>
- (3) Navy: [http://www.jag.navy.mil/organization/code\\_15.htm](http://www.jag.navy.mil/organization/code_15.htm)
- (4) Marine Corps: The Navy handles all Marine Corps claims.
- (5) Coast Guard: [https://www.uscg.mil/fincen/personal\\_property/](https://www.uscg.mil/fincen/personal_property/)

## U. INCONVENIENCE CLAIMS

Review the Inconvenience Claims Fact Sheet (available on <https://www.ustranscom.mil/dp3/index.cfm>) for quick reference for inconvenience claims. It is the Prime Contractor's responsibility to pick up and deliver your shipment on the dates reflected on the Move Task Order and to meet the agreed-upon delivery date out of storage in transit (SIT). You are allowed a daily amount equal to the applicable pickup or delivery location Government per diem (to exclude lodging) for all individuals on the relocation order according to the JTR for all days past any missed pickup or delivery. The Prime Contractor will pay you this daily amount while awaiting delivery out of SIT if delivery not completed on your first requested date and scheduled delivery date is not within five (5) GBDs (within ten [10] GBDs for shipments with a requested delivery date between June 15 through August 15).

## V. DURING AND AFTER THE MOVE

1. Evaluation of Shipment Process: At some time during packing, pickup, and/or delivery of your personal property, a Quality Assurance Evaluator (QAE) from the TO may drop by to check on the progress of the services being performed by the Prime Contractor. If you have any questions or problems that cannot be resolved by your Prime Contractor POC, inform the QAE or contact the TO.
2. [Customer Satisfaction Survey \(CSS\)](#):
  - a. You or your designated representative will receive a series of notifications via email or Multimedia Messaging Service (MMS) through each segment of your move (counseling, origin and destination services, claims (if applicable)) requesting you to complete a short survey up to six (6) questions. The CSS uses a 5-point Likert scale comprised of smiley faces rating satisfaction of your move and gives you the ability to write comments detailing the move or Prime Contractor experience. Your primary and secondary phone numbers and email addresses are used to send CSS notifications. To avoid missing the CSS notifications, it is very important to update phone numbers and/or email when there are changes.
  - b. Once the shipment changes to the next stage, notification will be sent within 12 hours from when the CSS Contractor receives the trigger to push the survey. Additional MMS and/or e-mail reminder are sent as deemed appropriate to ensure sufficient responses from customers. It is important to note that surveys will not be sent for partial deliveries. Only once the final portion of the shipment has been delivered.
  - c. CSS notifications will indicate the shipment stage which is to be completed. The notification will identify shipment unique indicators (e.g., shipment origin and destination services, and type of shipment).
  - d. You or your representative has 90 days to complete the survey from final notification.
  - e. Once a survey has been submitted, it cannot be changed.
  - f. DP3 CSS Trifold guidance can be found at <https://www.militaryonesource.mil/moving-housing/moving/moving-resources/>; customer satisfaction survey under moving guides; customer satisfaction survey hyperlink.

## W. PERSONALLY PROCURED MOVE

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

**NOTE:** Performing a PPM does not eliminate the possibility of excess cost.
7. Estimating Weight: The most important step you can take to avoid paying back any of your advanced operating allowance is to accurately estimate the weight to be moved.
8. Weight Allowances: The JTR weight allowances are applicable in connection with TDY, PCS, ETS, and RET moves. Your TO or Prime Contractor POC can advise you of your authorized weight during your counseling session.

**NOTE:** You are recommended to complete an inventory of personal property to document your property and facilitate an estimated weight.
9. The Civilian Employee must make the necessary arrangements for Personally Procured Transportation of HHG. Reimbursement is limited to actual expense or GSA commuted rate, depending on orders authorization, per JTR section 054305, Paragraph E. For additional information, contact your local TO and/or Civilian Personnel/Human Resource Offices.
10. The member's responsibilities under the PPM program are to:
  - a. Obtain the necessary equipment, moving aids, packing materials, and vehicles to safely transport your property.



- b. Locate weight scales to obtain certified weight tickets (empty and full weights) for each segment of the move.
- c. Obtain receipts for expenses IAW Service and Internal Revenue Service requirements.
- d. Depending on specific Service or Agency guidelines, you are required to submit a settlement claim to the destination Prime Contractor POC or TO.

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

11. Operating Expenses: Operating expenses include any costs reasonably associated with the shipment or storage of personal property.

12. Weight Tickets:

- a. Empty and full weight tickets should be obtained from a certified weigh station for each trip made. Full weight tickets are required to be dated on or after the date your orders are issued. The same weight ticket cannot be used on multiple order number's, the entire weight ticket must be clear, legible, and unaltered (including commercial companies you may have hired to perform the move for you) regardless of weight allowance. Your TO or Prime Contractor POC can provide you with a list of locations of certified scales at counseling time and inform you what information must be included on your individual weight tickets.
- b. No passengers are to be in the vehicle when obtaining the weight tickets. If making multiple moves (i.e., TDY to several locations) separate weight tickets are required for each segment of the move.
- c. The constructive weight of seven (7) pounds per cubic foot may be authorized or approved through the Secretarial Process when weight certificates are not available due to the following reasons:
  - (1) A public or Government scale is not available.
  - (2) The personal property was moved commercially, and the procured carrier was paid for the move on a basis other than weight.
- d. When the procured carrier constructs the weight, the procured carrier may be requested to substantiate the reasonableness of the constructed weight. If the constructed weight is unreasonable, then the Service may base reimbursement on reasonable weight. JTR Chapter 5, paragraph 051502.
- e. If you are going to tow your POV behind the rental vehicle, the POV must be disconnected before obtaining weights.

13. Temporary Storage:

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

- b. Types of storage may include:
    - (1) Extending truck or trailer rental time, keeping personal property in the vehicle.
    - (2) Use of mini-storage warehouses or conventional storage facilities subject to time limits in the JTR.
  - c. If you store property in a mini-storage, commercial warehouse, or rental vehicle and equipment, you must pay for the storage fees and file for reimbursement once the property is removed.
14. Insurance Coverage: If you are planning to use a trailer for a PPM, check your automobile insurance policy to see if you are properly covered in case of loss or damage. Some automobile insurance companies extend coverage when trailers are towed behind a POV; others may not. If you must procure additional insurance, the expense can be claimed as an authorized operating expense.
15. Claims for Loss and Damage: You assume the risk for and are responsible for preventing loss or damage before, during, and after the move. Submit claims IAW current Service regulations. Because PPM move participants are responsible for arranging the entire move, claims for loss or damage are generally not paid except in those cases where an act transpires that is beyond your control (e.g., vehicle accident, fire, or theft) and it is determined that you are free of negligence. If you procure a commercial moving company to pack or transport your goods, you will have to file a claim directly against that commercial company before you can file a claim for loss or damage with the Government. The Government does not pay you for any amounts that you could have recovered from the commercial company with which you procured.
16. Submit PPM settlements to:

ARMY AND AIR FORCE	Active-Duty Personnel: New Permanent Duty Station TO  Retired/Separated Personnel: Last Permanent Duty Station TO
NAVY	Civilian Employees: Turn in documentation to New Duty Station TO, then turn in final calculations to gaining HRO for processing.
MARINE CORPS  <b>NOTE:</b> PPM claims must first be submitted directly to the local Marine Corps Distribution Management Office.	ASSISTANT CHIEF OF STAFF/G8 MANAGERIAL ACCT DIVISION personal property PPM SECTION BLDG 3700 RM 315 814 Radford Boulevard STE 20262 Marine Corps Logistics Base Albany, GA 31704-0262
COAST GUARD  <a href="https://www.uscg.mil/fincen/personalproperty/">https://www.uscg.mil/fincen/personalproperty/</a>	Commanding Officer ATTN: PPM Desk U.S. Coast Guard Finance Center 1430A Kristina Way P.O. BOX 4102 Chesapeake, VA 23326-0017

## X. STORAGE

When authorized, a customer may be entitled to either temporary storage known as SIT or long-term storage known as NTS.

1. SIT:

- a. SIT is short-term storage that is part of personal property transportation. SIT may occur at origin, destination, and/or anyplace enroute. SIT is not authorized for personal property moves between local quarters when no PCS exists.
- b. SIT (ICW authorized personal property transportation) should not exceed 60 days (CONUS/CONUS) and 90 days (to/from OCONUS). All Civilian Employees must request through their Commander or Designated Representative for any additional period beyond what is authorized on their DD Form 1614, Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (see [Figure B-D2-2](#)). Their organization/HR must provide approval on an amended DD Form 1614 or memorandum. If no additional storage is authorized/approved, you are financially responsible for additional storage expense (FTR §302-7.9).

**NOTE:** Under no circumstances may a Service/Agency authorize/approve SIT at Government expense for CONUS-to-CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS).

c. Acceptable justification for an additional SIT period includes:

- (1) An intervening Temporary Duty or long-term training assignment.
- (2) Non-availability of suitable housing.
- (3) Completion of residence under construction.
- (4) Serious employee illness.
- (5) Dependent illness or death.
- (6) Strikes.
- (7) Natural disaster.
- (8) Other circumstances beyond the employee's control.
- (9) Similar reasons.

2. NTS. You may be eligible for NTS when:

- a. You perform PCS travel or new appointee travel to a designated isolated CONUS PDS.
- b. You move to/between OCONUS areas, and
  - (1) Is not authorized to transport personal property.
  - (2) Is unable to use personal property at the PDS.
  - (3) Storage is in the best interest of the Government.
- c. The estimated storage cost would be less than the round-trip transportation of personal property including SIT to the new PDS.
- d. A Department of Defense Dependent Schools employee.

**NOTE:** The Government does not pay for climate controlled NTS. For additional information, contact your local TO.

3. Customers are advised to dispose of foods and liquids that could spill while in storage. Food and liquid items create an unacceptable risk to personal property. To prevent the infestation by

rodents and/or insects, this prohibition is inclusive of canned foods and dry food, hermetically sealed food, spices, consumable liquids, and any other applicable food items. In addition, liquid goods are prohibited due to the lack of storage facility environmental requirements (climate control). These goods are highly susceptible to freezing, breakage or leakage, which may result in damage to other personal property shipments in long-term storage.

4. Civilian NTS storage lots expire each fiscal year, if the servicing TO does not receive acknowledgement and/or funding for the next fiscal year by 30 Sep from the gaining HRO, the lot can be converted to the employee's expense as the TO has no authority to continue storage without proper funding. It is imperative you maintain contact with your gaining HRO to ensure the proper acknowledgement and/or funding notifications are completed to secure continued storage of your personal property.
5. Lithium Batteries. All lithium batteries are prohibited from being stored in Non-Temporary Storage shipments.

## Y. TRANSPORTATION OF UNAUTHORIZED PERSONAL PROPERTY ARTICLES

Shipment of unauthorized personal property items defined in Appendix A of the JTR must be transported separately from authorized personal property. You, not the Prime Contractor, must arrange shipment of unauthorized items. When non-personal property articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-personal property articles is excess weight per JTR. Personal property shipments are subject to quality assurance inspections by TO.

## Z. WEBSITES TO VISIT

(If clicking on the link does not work, copy, and paste the link into your Web browser URL address bar and press enter.)

1. State Wine Laws: <http://www.wineinstitute.org>.
2. Personal Importation of Alcoholic Beverages: <http://www.ttb.gov/>.
3. Alcohol Beverage Control Boards for the United States: <http://www.ttb.gov/>.
4. Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations: <http://www.atf.gov/>.
5. Government Services Administration "FedRooms" program offers specially negotiated Federal government hotel rates with Federal Emergency Management Administration certified hotels, simplifying hotel selections for Government travelers. Website address is <http://www.fedrooms.com>.
6. Homeowner's Assistance Program is a special relief program designed to provide financial assistance to eligible Military and Federal employee homeowners when the real estate market is so adversely affected by a military installation partial or complete closure, a reduction in scope of operations, or a realignment that the personnel are unable to dispose of their dwellings under reasonable terms and conditions. Website is <https://www.usace.army.mil/Missions/Military-Missions/Real-Estate/HAP/>.
7. Internal Revenue Service Form 3903, Moving Expenses: Website is <https://www.irs.gov/pub/irs-pdf/i3903.pdf>.
8. Internal Revenue Service Form 4684 and Publication 4684; Casualties and Thefts: Website is <https://www.irs.gov/pub/irs-pdf/i4684.pdf>.
9. Military OneSource/Moving & Housing/PCS & Military Moves: <https://www.militaryonesource.mil/moving-housing/moving-pcs-and-military-moves/>.

10. For entitlement questions and assistance, visit <https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/customer-service-contacts-for-military-pcs/>.
11. Per Diem, Travel and Transportation Allowance Committee (PDTATAC) maintains and implements new statutory changes to the JTR. Within the regulations are per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees based on law. Website is <http://www.defensetravel.dod.mil/site/travelreg.cfm>.
12. POV Locator: <https://www.pcsmypov.com>.
13. Program Management Office - Defense Travel System: <http://www.defensetravel.DOD.mil>.
14. Weight Estimator Form is at website <https://www.ustranscom.mil/dp3/index.cfm>; then access the “Weight Estimator” tab.
15. If you are planning a PPM, it is recommended you reference the Federal Motor Carrier Safety Administration, to check the registered mover database, visit <https://www.fmcsa.dot.gov/protect-your-move>.
16. Lithium Batteries. U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration, visit <https://www.phmsa.dot.gov/lithiumbatteries>.

PERSONAL PROPERTY PRE-COUNSELING WORKSHEET			
PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.			
PRIVACY ACT STATEMENT			
AUTHORITY: 37 USC 406 and 5 USC 5726. PURPOSE: Personal Property Processing Office (PPPO) or Personal Property Shipping Office (PPSO) use form to capture shipment information during the counseling process. ROUTINE USE(S): May be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents. DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and/or impede storage arrangements.			
1. TYPE OF ORDER		<input type="checkbox"/> PCS (CONUS) <input type="checkbox"/> PCS (OCONUS) <input type="checkbox"/> TDY/TAD <input type="checkbox"/> SEP <input type="checkbox"/> RET (Check all that apply): <input type="checkbox"/> STU-TRVL <input type="checkbox"/> ERD <input type="checkbox"/> HOR <input type="checkbox"/> LOCAL <input type="checkbox"/> OTHER	
2. CUSTOMER INFORMATION:			
Name (Last, First, Middle Initial):		Rank/Grade:	DOD ID:
Primary Phone:		Primary Email (Non Military):	Alternate Phone:
Branch of Service:		Dependents:	Joint Spouse:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. EMERGENCY/IN-TRANSIT CONTACT NOT TRAVELING WITH YOU:			
Name:		Phone:	
Address:		City:	State:
			Zip Code:
Email:			
4. SHIPMENT INFORMATION			
Pickup Address:		Delivery Address/ Military Installation:	
Street:		Street:	
City/County:		City/County:	
State/Zip Code:		State/Zip Code:	
Additional Pickup (If Applicable):		Releasing/Receiving Agent (If Applicable - Must be 18 yrs):	
Street:		Name:	
City/County:		Phone:	
State/Zip Code:		Email:	
SHIPMENT(S)		ESTIMATED WEIGHT	REQUESTED PICKUP DATE (DD MMM YYYY)
Household Goods <a href="https://www.ustranscom.mil/dp3/weightestimator.cfm">https://www.ustranscom.mil/dp3/weightestimator.cfm</a> <input type="checkbox"/> Yes <input type="checkbox"/> No		HHG    lbs	
Unaccompanied Baggage (OVERSEAS) <input type="checkbox"/> Yes <input type="checkbox"/> No		PROGEAR    lbs	
Non Temporary Storage (PICKUP <input type="checkbox"/> or RELEASE <input type="checkbox"/> ) <input type="checkbox"/> Yes <input type="checkbox"/> No		UB    lbs	
Personally Procured Move (PPM) <input type="checkbox"/> Yes <input type="checkbox"/> No		PROGEAR    lbs	
Shipping or Storing a POV? (OVERSEAS ONLY) <input type="checkbox"/> Yes <input type="checkbox"/> No		NTS    lbs	Estimated Date of Departure:
		PROGEAR    lbs	State of Legal Residence:
If YES, Please visit <a href="https://www.pcsmyPOV.com">HTTPS://WWW.PCSMYPOV.COM</a> for additional information			
5. UNUSUAL/HIGH VALUE ITEMS:			
My shipment contains:			
<input type="checkbox"/> Grandfather/Cuckoo Clock	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Washer/Dryer	<input type="checkbox"/> Flat Screen TV 65" or Larger
<input type="checkbox"/> Schrank/Curio/Wall Unit	<input type="checkbox"/> Waterbed	<input type="checkbox"/> Deep Freeze	<input type="checkbox"/> Riding Lawn Mower
<input type="checkbox"/> Pool Table	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Tempurpedic Mattress	<input type="checkbox"/> Moped/Dirt Bike/ATV
<input type="checkbox"/> Exercise Equipment	<input type="checkbox"/> King Size Bed	<input type="checkbox"/> Jacuzzi	<input type="checkbox"/>
The following items will require additional paperwork and/or information:			
<input type="checkbox"/> Boat/Kayak/Canoe/Jet Ski/Trailer	<input type="checkbox"/> Firearms	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Alcohol
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Trailer
Paperwork cannot be processed without a complete copy of orders (front & back) and any amendments, or if needed, a Service HQ's memorandum extending the shipping entitlement. Additional Information may be found online at <a href="https://www.militaryonesource.mil/moving-housing/moving/moving-resources/">https://www.militaryonesource.mil/moving-housing/moving/moving-resources/</a> .			
DATE (DD MMM YYYY):	SIGNATURE:		

Figure B-D2-1. DD Form 3162, Personal Property Pre-Counseling Worksheet

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL					
(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)					
SECTION I - REQUEST FOR OFFICIAL TRAVEL					
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)		3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE		5. GRADE OR RATING	6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)		
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)					
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE		12a. PER DIEM FOR EMPLOYEE	
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ _____ <input type="checkbox"/> POC <input type="checkbox"/> RAIL <input type="checkbox"/> AIR		<input type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE		15a. HOUSEHOLD GOODS (HHG) SHIPMENT	
<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (Including travel)		b. NUMBER OF DAYS AUTHORIZED		b. NET WEIGHT AUTHORIZED	
16. OTHER AUTHORIZED EXPENSES				17. DEPENDENT TRAVEL	
<input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____		<input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address)			b. TO (New PDS)		
19. DEPENDENTS					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT SIGNED (X one)	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	<input type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
\$ _____	\$ _____	\$ _____	\$ 0.00		
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION					
23. APPROVING OFFICIAL			b. SIGNATURE		
a. TITLE					
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE		c. ORGANIZATION ADDRESS	
a. TITLE					
25. TRAVEL AUTHORIZATION NUMBER			26. DATE ISSUED (YYYYMMDD)		

Figure B-D2-2. DD Form 1614, Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel

<b>PRIVACY ACT STATEMENT</b> <i>(5 U.S.C. #552a)</i>
<b>AUTHORITY:</b> 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).
<b>PRINCIPAL PURPOSE(S):</b> Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.
<b>ROUTINE USE(S):</b> None.
<b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.
<b>SECTION III - ADMINISTRATIVE INFORMATION</b>
<b>27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:</b> <i>(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)</i>
<b>28. REMARKS OR OTHER AUTHORIZATIONS</b> <i>(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)</i> This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.
<b>DD FORM 1614 (BACK), MAY 2003</b>
<input type="button" value="Reset"/>

**Figure B-D2-2. DD Form 1614, Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (Cont'd)**



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