

## CHAPTER A-412

### BOATS

#### A. GENERAL

This chapter applies to the movement of privately owned boats and associated property of Armed Forces Service members/DoD civilian employees. This material has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) staff as PDTATAC Case RR13003. For a member, the Joint Travel Regulations (JTR), Appendix A, defines household goods (HHG), to include a member's boat and/or associated trailer. For employees, JTR Appendix A defines HHG, to include a boat and/or associated trailers of reasonable size that can fit into a moving van. For Coast Guard Civilian employees, reference the Federal Travel Regulation (FTR), Part 300-3. For the movement of boats used as a primary residence for a member, see the JTR, Paragraph 052403, and for employees, Chapter 5, Paragraph 054406 C, Over Water Transportation of a Boat Used as a Primary Residence (House Boat). For Coast Guard employees, see FTR Part 302-10. In addition to the above information, the following procedures apply:

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

responsibilities, to include any restrictions/limitations IAW PPCIG instructions. Employees are required to obtain approval to arrange personally procured transportation from their order issuing authority prior to moving the boat and/or trailer.

## B. COUNSELING

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



#### **D. CANCELLATION/TERMINATION**

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

#### **E. STORAGE IN TRANSIT (SIT)**

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

1. HHG shipments containing boats must be stored in a DoD-approved storage warehouse IAW the applicable solicitation, tariff, or tender.
2. Boats shipped under the BOTO program may be stored in a DoD approved storage facility or a commercial storage facility (including outside storage facility) designed to prevent unlawful entry, pilferage, vandalism, and damage to the boat and/or trailer. The BOTO rate includes delivery to destination, even after the shipment has been placed into SIT. The customer or PPSO must contact the TSP that placed the shipment in SIT and arrange delivery of the boat to its final destination.
3. SIT allowances for an eligible employee will not exceed 60 days (Continental United States [CONUS]-CONUS) and 90 days (to/from OCONUS) unless the employee written request for an additional period (not to exceed 90 days) is authorized/approved by the responsible Service/Defense Agency designated official (JTR, Paragraph 054307 A). For Coast Guard employees, see FTR Part 302-7.9(a). Under no circumstances may SIT at the Government expense for a CONUS-CONUS HHG shipment exceed a total of 150 days (CONUS) or 180 days (to/from OCONUS). If no additional storage is authorized/approved, the employee is financially responsible for additional storage expense. For Coast Guard employees, see FTR Part 302-7.9(b). SIT eligibility beyond 150 days (CONUS) and 180 days (to/from OCONUS) requires PDTATAC written permission (Paragraph 054307 B).

## **F. NON TEMPORARY STORAGE (NTS)**

1. For determining NTS allowances for boats, reference JTR Paragraph 0518 B for Service Members and JTR Paragraph 054306 for Civilian Employees and regulations. There are no size limitations for members shipping/storing a boat. Employees are limited to the size of a boat/trailer that can be moved/stored in a moving van (see dimensions in [Paragraph A.4](#)). The customer may elect to include a boat with or without its associated trailer within the NTS shipment. Reference FTR Part 302-8 for Coast Guard Civilian employees.
2. The customer is responsible for preparing the boat/personal watercraft for storage (e.g., cleaning the boat/watercraft, draining the fuel, disconnecting the battery)
3. If a PPSO/PPPO is unable to make storage arrangements, the PPSO/PPPO will provide the customer with documentation stating the storage cannot be arranged. The customer may elect to arrange commercial storage facility (including outside storage facility) designed to prevent unlawful entry, pilferage, vandalism, and damage to the boat and/or trailer at their expense. A reimbursement claim is filed after completion of storage and final delivery-out for the incurred expenses. Reimbursement for the customer is IAW JTR Paragraph 052403 B.4, GOV'T-Procured HHG Transportation and/or NTS Not Available, and Paragraph 054406 C, Actual Expense. Reference FTR Part 302-8 for Coast Guard employees.

## **G. QUALITY CONTROL INSPECTIONS**

The PPSO/PPPO must inspect as many boat shipments as possible originating and terminating within their Area of Responsibility (AOR).

## **H. TSP PERFORMANCE**

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

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>				1. DATE PREPARED (DDMMYYYY)	2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE			4. TO (Responsible Origin Personal Property Shipping Office)		
			a. NAME		
5. DESTINATION PERSONAL PROPERTY SHIPPING OFFICE			b. ADDRESS (Street, Suite Number, City, State, ZIP Code)		
a. NAME					
b. TELEPHONE NUMBERS (Include Area Code)			c. TELEPHONE NUMBERS (Include Area Code)		
6. CUSTOMER INFORMATION					
a. NAME (Last, First, Middle Initial)			b. DOD ID		c. RANK/GRADE
d. AGENCY		e. EMAIL ADDRESS PRIMARY (Work)		f. EMAIL ADDRESS ALTERNATE (Personal)	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ ITEMS AND/OR POUNDS OF PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (FBP&E) <i>(Enter quantity estimate)</i>					
a. AUTHORIZED WEIGHT		b. ESTIMATED WEIGHT		c. ESTIMATED MEMBER PBP&E	
				d. ESTIMATED MIL SPOUSE PBP&E	
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS:					
a. TYPE ORDERS (X one)			b. ISSUED BY		c. NEW DUTY ASSIGNMENT
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY					
d. DATE OF ORDERS (DDMMYYYY)			e. ORDERS NUMBER		
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)			a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)		
b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)			b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)		
c. AGENT DESIGNATED TO RELEASE PROPERTY/TELEPHONE NUMBER			c. AGENT DESIGNATED TO RECEIVE PROPERTY/TELEPHONE NUMBER		
11. EXTRA PICKUP INFORMATION (If applicable)			12. EXTRA DELIVERY INFORMATION (If applicable)		
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)			a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)		
b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)			b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)		
c. AGENT DESIGNATED TO RELEASE PROPERTY/TELEPHONE NUMBER			c. AGENT DESIGNATED TO RECEIVE PROPERTY/TELEPHONE NUMBER		
13. INTRANSIT INFORMATION/PERMANENT MAILING ADDRESS			b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)		
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)					
			c. EMAIL ADDRESS (Other than Primary or Alternate)		
14. DESIRED DATES FOR (DDMMYYYY)					
a. EARLIEST PICKUP		b. LATEST PICKUP		c. DESIRED PICKUP	
				d. EST SHPT ARRIVAL	
15. DIRECT DELIVERY REQUESTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO					
16. REMARKS					
17. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS					
I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.					
a. SIGNATURE OF CUSTOMER				b. DATE SIGNED (DDMMYYYY)	
18. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Personal property is baggage, household goods, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE			b. CERTIFIED BY (Signature)		
			c. TITLE		

DD FORM 1299, MAR 2022 PREVIOUS EDITION MAY BE USED.

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

<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 37 USC 406 and 5 USC 5726.</p> <p><b>PRINCIPAL PURPOSE(S):</b> For evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the customer in case goods to be shipped exceed Government entitlement limits.</p> <p><b>ROUTINE USE(S):</b> DD Form 1299 may be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents as the official shipping and storage order.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and impede storage arrangements.</p>	
<b>CERTIFICATION OF SHIPMENT RESPONSIBILITIES</b>	
<p>In consideration of said household goods or mobile home being shipped at Government expense, I hereby agree that:</p> <ol style="list-style-type: none"><li>1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.</li><li>2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.</li><li>3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.</li></ol>	<ol style="list-style-type: none"><li>4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.</li><li>5. I understand the entitlements for transportation of my mobile home and/or shipment of household goods/unaccompanied baggage are provided for in Chapter 5 of JTR.</li><li>6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period. I also understand the timeline for all my responsibilities for filing a claim on those goods begins when Government responsibility expires.</li><li>7. Professional books, papers and equipment are or were necessary in the performance of official duties Member/Spouse if applicable.</li></ol>
<b>CONDITION FOR STORAGE</b>	
<p>In consideration of said household goods being stored at Government expense, I hereby agree as follows:</p> <ol style="list-style-type: none"><li>1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.</li><li>2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.</li><li>3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.</li><li>4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.</li><li>5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the household</li></ol>	<p>goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.</p> <ol style="list-style-type: none"><li>6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.</li><li>7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.</li><li>8. All new Government contracts for the storage of household goods limits the liability of \$6.00 times the net weight of the lot is mandatory at each NTS Facility location. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.</li></ol>

DD FORM 1299 (BACK), MAR 2022

**Figure A-412-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property (Cont'd)**

## INTERNATIONAL OTO BOAT REQUEST FORMAT

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

1. Member's Information:

Name: Rank: SSN (last 4):

Branch of Service:

2. Code of Service:

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

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

5. Requested pickup date:

6. Required delivery date:

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

8. Boat requests must include the following:

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

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

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

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

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

9. List transportation service providers in nonuse.

10. PPSO Point of Contact information:

Name: DSN: Commercial:

E-mail address:

11. Additional Remarks:

**Figure A-412-3. International OTO Boat Request Format**

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

**Figure A-412-4. Domestic Boat Request Format**

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

NSN 7540-01-140-5524

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

**Figure A-412-5. SF 1200, Government Bill of Lading Correction Notice**

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