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**INFORMATION ON
SHIPMENT OF HOUSEHOLD GOODS**

**A Guide for Commissioned Officers of
the Public Health Service**



Department of Health and Human Services

PREFACE

This pamphlet provides information on procedures and officers' responsibilities incident to the packing, storage, and transportation of household goods (HHG) in connection with calls-to-active-duty, transfers, temporary duty travel, separations, and retirements. Not all situations involving the shipment of HHG can be anticipated; however, many answers to your questions can be found in this pamphlet. Questions for which answers cannot be found may be referred to the sources mentioned in the following pages.

IMPORTANT NOTE

This pamphlet is published as part of the Commissioned Corps Personnel Manual (CCPM) for Public Health Service (PHS) Commissioned Corps officers, and the information contained in this pamphlet is in accordance with **Chapter 5** of the Joint Federal Travel Regulations (JFTR) which governs travel and transportation entitlements for members of the Uniformed Services. If there is any conflict between the information provided herein and the U.S. Code, JFTR, or the CCPM, the latter documents will be the controlling authorities. The JFTR is accessible online at the following address – <http://www.dtic.mil/perdiem/>. The CCPM and this pamphlet are available on the Management Information System (MIS) Web site – <http://dcp.psc.gov> – under 'Publications'.

NOTE: Travel and transportation related forms are available on the MIS Web site – <http://dcp.psc.gov> – under 'Services'.

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GENERAL INFORMATION

Who May Ship Household Goods

Ordinarily you are authorized to ship household goods (HHG) (at the appropriate weight allowance authorized for your grade) after you have received orders calling you to active duty, directing a permanent or temporary change of station, or authorizing separation or retirement.

DO NOT SHIP HHG OR PERFORM TRAVEL BEFORE YOU RECEIVE PERSONNEL ORDERS. THE GOVERNMENT WILL NOT PAY FOR SHIPMENTS MADE, OR TRAVEL PERFORMED, PRIOR TO RECEIPT OF ORDERS.

What You May Ship as Household Goods

You may ship:

| | | | | | | |
|---|-------------|-----------|---------------|----------|---------|------------------|
| Furniture | Furnishings | Equipment | Small boats * | Clothing | Baggage | Personal Effects |
| and all other personal property that is in your possession prior to the effective date of your orders. | | | | | | |
| Professional books, papers, and equipment (PBP&E) (Pro gear) required in the performance of official duties may be shipped, and are not counted against your weight allowance. These items must be identified prior to packing and listed on a separate "Transportation Service Order Number (TSON)" or "Virtual Government Bill of Lading (VGBL)" to prevent being counted against your weight allowance. | | | | | | |
| In addition, spare parts of a privately owned motor vehicle (extra tires and wheels, tire chains, tools, battery chargers, accessories, etc.) may be included among your HHG. | | | | | | |
| You may not disassemble a car and ship it as "spare parts." | | | | | | |

What You May Not Ship as Household Goods

You may not ship at Government expense:

| | | | | | | | | |
|---|-----------------|-----------------|--------------------------------|---------------------|----------------------|-------------------------------|-------------|------------------|
| motors | trailers | airplane | building materials | house plants | wines liquors | hazardous materials ** | pets | live ammo |
| Other items which cannot be shipped are: | | | | | | | | |
| Perishable items; | | | Articles for sale or disposal; | | | Government property; or | | |
| Articles acquired after the effective date of your orders (except when purchased in the United States for shipment to an overseas duty station or when they are bona fide replacements of articles which have become inadequate, worn out, broken, or unserviceable on or after the effective date of orders but prior to the date the goods are released to the carrier for shipment); | | | | | | | | |
| Articles intended directly or indirectly for persons other than you or your immediate family; and | | | | | | | | |
| Other items which do not belong to you. | | | | | | | | |

* See Paragraph U5310F of the JFTR

** See JFTR Appendix A for Household Goods definition

When Can Automobiles be Shipped

A privately owned vehicle (POV) may be shipped when you are given an overseas assignment **or you are ordered to make a permanent change of station (PCS), and you, the member, are physically unable to drive.** Limitation for size and weight exist for this allowance. The authorization to ship your POV must be authorized on your personnel orders (see JFTR paragraph U5414-C). An automobile is shipped separately and is not counted against your HHG weight allowance.

What Services Am I Entitled to at Government Expense

- ! You are entitled to all necessary packing, crating, hauling, unpacking, and uncrating of your HHG in connection with your change of station.
- ! Special handling, crating, or routing will be at your **own expense.**
- ! If it is necessary to store your HHG in connection with their shipment, you are authorized temporary storage up to 90 days (not 3 months). In some instances, nontemporary storage may be authorized.
- ! Packing of your dishes, clothing, linens, mirrors, pictures, bric-a-brac, and kitchenware generally is done at your residence for shipment by the HHG carriers. If your goods are to be shipped by rail or water freight, these items and your furniture may be packed and crated in your home; or in some cases, these items are taken to the contractor's warehouse for packing and crating.
- ! When your goods are removed from your residence, you should insist on a legible copy of the inventory from the packers. This inventory will list all the items and indicate the condition of all pieces removed from your residence. It should also list the number of boxes and barrels packed at the residence, but will not list the individual items contained therein.
- ! Some packers freely use general terms describing the condition of your goods such as M & S (marred and scratched), a practice which may later complicate your substantiating a claim for damage resulting from the shipment. Arrange for the carrier preparing the inventory to notify you when such general terms will be used to describe the condition of an item before removing it from your residence. If you believe the inventory description does not describe the true condition of your goods, request changes; or require that the location and extent of the exception of the markings be indicated.
- ! The packers should remove all packing and waste material from the premises and leave your residence in an orderly condition. One extra pickup in addition to that at your residence (e.g., from your office) is allowed within the carrier's commercial zone for the purpose of consolidating a shipment. The Government's obligation is limited to the charge in the General Services Administration Rate Tender.
- ! HHG shipped by carriers will be delivered to your new residence, unpacked, and placed in the proper rooms (unless you desire otherwise). All waste materials should be removed by the packers. One extra delivery in the metropolitan area (e.g., to your new office) within the carrier's commercial zone is allowed. **The Government's obligation is limited to the charge in the General Services Administration (GSA) Rate Tender.**
- ! Expedited Shipments

During an authorized PCS, an expedited shipment of unaccompanied baggage is authorized to prevent hardship on the member or his/her dependents. When the expedited shipment mode is air freight/commercial air, a maximum of 1,000 pounds (net) may be transported. When the expedited shipment mode is other than air freight/commercial air, additional weight greater than

1,000 pounds (net) may be authorized using the Secretarial Process. This shipment should consist of items you will need immediately upon arrival at your new duty station or home.

1. HHG item shipped by an expedited mode must be needed by you in the performance of your official duties or needed to prevent undue hardship to you and your dependents.
2. HHG shipped by expedited mode may not include major items of furniture, washers, dryers, refrigerators, etc.
3. HHG shipped may include clothing, uniforms, pots, pans, cribs, playpens, carriages, toiletries, ironing boards, irons, electric coffee pots and toasters, small radios or televisions (no consoles), linens, dishes, cutlery, and other small household items necessary for daily activities.
4. The expedited shipment may also include small professional equipment necessary in the daily performance of your duty.
5. Shipment by expedited mode of transportation may be accomplished by:
 - a. Use of a "Government Bill of Lading (GBL)," "Virtual Government Bill of Lading (VGBL)," or the "Transportation Service Order Number (TSON)." The same GBL, VGBL, or TSON used for HHG shipped by an HHG carrier **cannot** be used for the expedited shipment by another mode, so a separate GBL, VGBL or TSON must be issued; or
 - b. Direct payment to the carrier from your personal funds thereby submitting a claim for reimbursement. A receipt and weight certificate should accompany the voucher to the accounting point serving your new station.
6. In addition, you may be authorized reimbursement for expenses of ordinary packing and crating necessary for the expedited shipment.
7. HHG weight shipped by an expedited mode counts against the authorized weight.
8. **If an expedited shipment consists of a mixture of your HHG, PBP&E, and items of extraordinary value (see next paragraph), the weight of each type of goods must be shown separately on the shipping documents to receive proper reimbursement credit.**

! Articles of Extraordinary or Substantial Value

Items of extraordinary or substantial value are prone to pilferage when shipped by ordinary modes of transportation. Therefore, they should be packed in your presence, and if at all possible, transported by you personally.

If the items are too large, or there are too many, they should then be shipped by an expedited mode of transportation. If the items are shipped, they cannot be consigned to a Government office, station, or hospital, but must be consigned to your personal agent (a relative, attorney, friend, etc.) or yourself at destination.

Most HHG carriers will not accept articles such as currency, stock certificates, bonds, valuable papers, precious metals, jewels, valuable articles of art, rare and costly collections, cameras, etc.

Most carriers' tariffs provide that should such articles come into their possession without their knowledge, responsibility for safe delivery will not be assured. If in doubt as to acceptance of certain articles of HHG for shipment, you should contact the Shipping Officer or carrier for advice.

The net weight of such shipments will be charged against the prescribed weight allowance and the expedited mode allowance. **The carrier's liability for express shipments is currently \$5.00 per pound not to exceed the maximum allowable weight for the shipment.** You may, however, declare a higher valuation **but you must pay the added cost for the higher valuation.**

! Professional Books, Papers, and Equipment (PBP&E) (Pro gear)

This includes PBP&E you require for reference or other purposes in the performance of your official duties (but not office equipment, such as furniture, examining tables, chairs, file cabinets, etc.)

PBP&E MUST be declared at origin and documented in accordance with this policy.

Remember. Government property may not be shipped with your HHG. When entered on the GBL, VGBL, or TSON, you must certify that the professional items are necessary in the performance of official duties. These books, papers, and equipment may be shipped in the same manner and under the same conditions as other HHG, except that the weight thereof is not chargeable against the authorized weight allowance. This shipment is authorized for all permanent changes of station, which include calls-to-active-duty, separations, and retirements.

To prevent the weight of PBP&E charged against the weight allowance, the items must be separated from HHG at the time they are turned over to the carrier or packer, so that they may be packed and weighed separately and marked as professional books and papers. The weight of the separately packed and marked professional books, etc., must be shown on the GBL, VGBL, or TSON. The commissioned officer and the Shipping Officer must be sure the carrier understands the importance of the separate weight and entry on the GBL, VGBL, or TSON.

! Servicing of Household Appliances

When ordinary packing and crating methods will be insufficient to prevent damage to household appliances during shipment, you may have experienced mechanics provide technical servicing needed to prevent damage to household appliances during shipment.

Such technical servicing may, for example, consist of the installation at origin and removal at destination of necessary special bracing outside an automatic washing machine, if such service is necessary to prevent damage during shipment and is not normally performed by the carrier.

In addition, special technical servicing is allowed to prevent damage in transit to refrigerators, dryers, freezers, stereos, phonograph equipment (other than securing tone arm, needle, and turntable), grandfather clocks, television sets, electric organs, and other electronic equipment.

Technical servicing may be provided by special arrangement with the carrier. Since only the carrier's charges may be included on the GBL, VGBL, or TSON, you may be reimbursed for charges for services not performed under arrangements with the carrier if paid. Claims must be supported by descriptive receipts for reimbursement.

NOTE: The Government is not authorized to reimburse you or a commercial entity for services such as disconnecting or connecting household appliances, television antennas, air conditioners; or for electrical, plumbing, or carpentry services.

! Accompanied Excess Baggage

If you travel by air in connection with a PCS, you may be authorized excess baggage. Excess baggage authorized in this paragraph is in addition to the free checkable baggage allowed by the air carrier. Any excess baggage claimed must be mission essential and/or help in reducing a

hardship to the officer and his/her family during the PCS. Excess baggage charges may be included in Government-procured transportation documents, or the member may be reimbursed for the charges.

! Special Services

The Government will not pay for having special services employed which involve expense in addition to those services which are authorized. For example, charges are not payable for cleaning of rugs or draperies, or for the attachment or detachment of any article to or from real property.

When You May Move and Ship

In most cases, you must have written personnel orders before shipment of your HHG can be initiated.

In unusual circumstances, however, HHG may be shipped prior to the receipt of orders if the request for transportation is supported by a:

- a. statement from the PCS order-issuing official or a designated representative that the member was advised before such orders were issued that they would be issued;
- b. written agreement signed by the applicant to pay any additional costs incurred for transportation to another point is required because the new PDS named in the orders is different than that named in a statement prescribed in item a; and
- c. written agreement to pay the entire cost of transportation (if PCS orders are not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS orders are issued, during which a member may be advised that orders are to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the orders are actually issued.

HHG shipped prior to the receipt of orders without the above criteria being met will be at your personal expense. If you want a dependent or other agent to make arrangements for the shipment – because of your absence – furnish written authorization to have this done in your name. It is to your advantage to avoid having someone else responsible for your move, if at all possible.

Procedure for Initiating Shipment of Household Goods

NOTE: Travel and transportation related forms are available on the MIS Web site – <http://dcp.psc.gov> – under ‘Services’.

- ! Form PHS-4013-1, “Application for Shipment of Household Goods (Commissioned Officers)”**
 - ✓ If a geographic move requiring a GBL is involved, the Agency/Operating Division (OPDIV)/Program will forward a copy of form PHS-4013-1 to the officer. **NOTE:** This form is also available on the MIS Web site – <http://dcp.psc.gov> – under ‘Services’.
 - ✓ The officer who will be relocating must submit form PHS-4013-1 to the appropriate Shipping Officer (See “Location of Shipping Officers” in this pamphlet.)
- ! Standard Form 1203, “U.S. Government Bill of Lading - Privately Owned Personal Property, (GBL)” or the current version known as the “Virtual Government Bill of Lading (VGBL)” or the “Transportation Service Order Number (TSON)”:**

- ✓ Shall be prepared to move the officer's HHG items from his or her current residence to the new residence.
- ✓ The Shipping Officer will upon receipt of a copy of form PHS-4013-1 and a copy of the personnel orders from the officer, prepare and process a GBL.
- ✓ The Shipping Officer will issue the GBL, VGBL, or TSON to the Carrier/Moving Company.
- ✓ The Shipping Officer will make the moving arrangements for shipping the officer's HHG based on information provided by the officer on form PHS-4013-1.

Shipment of your HHG will be accomplished by the use of Standard Form 1203, "U.S. Government Bill of Lading - Privately Owned Personal Property," a "Virtual Government Bill of Lading," or the "Transportation Service Order Number," whichever your Agency/OPDIV/Program is currently using.

GBLs, VGBLs, and TSONs are issued by Shipping Officers directly to shippers. Officers may not act as their own Shipping Officers; they must contact the nearest Shipping Officer. (See "Location of Shipping Officers" in this pamphlet.)

How Much You May Ship

Personnel orders directing a call-to-active-duty, PCS, separation, or retirement normally entitles you to the PCS weight allowance. A travel order or personnel order directing temporary duty may entitle you to ship up to the temporary change of station weight allowance for that duty. However, shipment of personal belongings is not automatically authorized for temporary duty; such a shipment must be necessary to prevent undue hardship or to allow you to carry out assigned duties. The highest grade held on the effective date of your orders determines your entitlement according to the following table:

PREScribed HHG WEIGHT ALLOWANCES

| Rank and Grade | | Temporary change of station weight allowance | Permanent change of station weight allowance | |
|--------------------------------|------|--|--|-------------------------------|
| | | | <i>With Dependents</i> | <i>Without Dependents</i> |
| | | <u>Pounds</u> | <u>Pounds</u> | <u>Pounds</u> |
| Assistant Secretary for Health | O-10 | 2,000 | 18,000 | 18,000 |
| Surgeon General (SG) | O-9 | 1,500 | 18,000 | 18,000 |
| Deputy SG, and Assistant SG | O-8 | 1,000 | 18,000 | 18,000 |
| Assistant SG | O-7 | 1,000 | 18,000 | 18,000 |
| Director | O-6 | 800 | 18,000 | 18,000 |
| Senior | O-5 | 800 | 17,500 | 16,000 |
| Full | O-4 | 800 | 17,000 | 14,000 |
| Senior Assistant | O-3 | 600 | 14,500 | 13,000 |
| Assistant | O-2 | 600 | 13,500 | 12,500 |
| Junior Assistant | O-1 | 600 | 12,000 | 10,000 |

The above weight allowances are exclusive of baggage transported free of charge on a common carrier ticket, or in an automobile.

IF YOUR SHIPMENT EXCEEDS THE AUTHORIZED WEIGHT ALLOWANCE, YOU MUST PAY THE DIFFERENCE BETWEEN WHAT THE MOVE WOULD HAVE COST IF ONLY THE AUTHORIZED WEIGHT HAD BEEN SHIPPED, AND THE ACTUAL COST OF THE SHIPMENT.

The above weights are net weights before packing. You are entitled to certain weights above these allowances for packing. When shipment is by an HHG van carrier, extensive packing and crating is not required for most items. On such uncrated shipments, the net weight allowance of the shipment as shown on the GBL, VGBL, or TSON is decreased by 10 percent to cover packing materials necessary to protect dishes and other fragile items.

When HHG are transported by Direct Procurement Method (DPM) in standard overseas shipping boxes (CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent. For additional guidance on determining net weight, please see JFTR U5335.A-F.

The above weight allowances plus the stated allowances for packing are exclusive of PBP&E. In order to insure that such professional items will not be counted against the weight allowance, the GBL, VGBL, or TSON should contain a notation of the actual weight of PBP&E as described in a later section of this pamphlet.

NOTE: In a few instances, you may be restricted in the amount of HHG you may transport to your new duty station. For example, in an assignment to the interior of Alaska where Government quarters are furnished, you may be allowed shipment of only **2,500** pounds (net) or 25 percent (net) of HHG weight allowance prescribed **plus transportation of unaccompanied baggage and PBP&E.** The remainder of your goods will be placed in nontemporary storage at origin. If you are assigned to the Indian Health Service (IHS) in Alaska, detailed instructions regarding shipment of HHG will be furnished by the Alaska Area IHS office.

How to Estimate the Weight of HHG

It is very difficult to estimate the net weight of your HHG since the weight of individual pieces of furniture and other goods vary a great deal. There are, however, ways by which a rough estimate of the total weight can be obtained. One rule of thumb roughly estimates each room of furniture to weigh 1,000 pounds. Another rough estimate assumes a net weight of 7 pounds per cubic foot. Using either of these figures will give you the approximate total net weight of your HHG. Another method is to keep a record of previous actual shipping weights of your HHG as shown on the GBL, VGBL, or TSON. If you have approximately the same amount of goods to ship as on a previous move, the net weight could be used as an estimate.

Carriers' representatives can usually be relied upon to make reasonably accurate estimates of weight. Also, they or Shipping Officers can furnish approximate rates per 100 pounds on a given shipment. Therefore, in instances of probable overweight, for which you would be responsible for excess costs, you may wish to examine your belongings and dispose of items not worth the high cost of their transportation. Keep in mind, the estimates by these representatives are not binding and you will be responsible for any costs incurred from excess weight over your authorized weight limit.

CAUTION: If your shipment is in excess of your weight allowance, or you are shipping farther than authorized, do not pay the carrier for the excess costs. The appropriate accounting point will advise you when to refund (pay) any excess costs. In some cases, such as when you are separating from the Service, the shipping officer will collect the excess costs prior to shipment based upon the estimated weight. In other cases, the cost may be collected after shipment has been made.

SHIPMENTS UPON CALL-TO-ACTIVE-DUTY

Upon being called or recalled to active duty*, you may ship your PCS weight allowance from your home of record or the place from which called to active duty to your first permanent duty station, after whichever of the following dates is the later:

1. The date your personnel orders are issued, or
2. 45 days prior to the date of your call-to-active-duty.

If you do not want to ship HHG to your first permanent duty station, you may make the shipment later. However, the later shipment must also be from your home of record or the place from which you were called to active duty, to a subsequent permanent duty station after receipt of orders to the latter place.

You may wish to use your 90 days of temporary storage. This allows you time to locate a new home following your call to active duty. It is best to have your HHG shipped to the vicinity of your new duty station and placed in storage there instead of placing them in storage at their point of origin.

If you have additional questions and in order to avoid making costly mistakes about your entitlements or the procedures you should follow, phone **the Shipping Officer of the gaining Agency/OPDIV/Program**. (See "Location of Shipping Officers" in this pamphlet.)

SHIPMENTS RELATED TO TEMPORARY DUTY

If you receive personnel orders for temporary duty, you may ship your temporary change of station weight allowance of HHG between the duty stations, if shipment is authorized on the personnel orders. If it is not authorized, and you believe it would be advantageous to the Government as well as yourself to make a shipment, contact the Office of Commissioned Corps Operations (OCCO) through your administrative office and request authorization. This authorization is generally limited to temporary duty assignments of **31 to 180 days**. No storage is authorized incident to temporary duty. The shipment should be arranged by a Shipping Officer. **NOTE: Commissioned Officer Student Training and Extern Program (COSTEP) participants (if authorized) may arrange shipment of their own HHG through any expedited means available (bus, UPS, etc.). All receipts must be saved for reimbursement.**

SHIPMENTS RELATED TO PERMANENT CHANGE OF STATION ORDERS

When you receive your PCS (transfer) orders you may ship your PCS weight allowance of HHG between your permanent duty stations, provided the personnel order authorizes travel and transportation and does not limit the weight allowance.

NOTE: Some restrictions may apply to a PCS within the same metropolitan area. Please verify your moving allowances with your hiring Agency/OPDIV/Program and Shipping Officer BEFORE you move your HHG, even if your PCS orders state you are authorized the move.

You may also make shipment to a place other than your duty station but the cost to the Government shall be limited to the cost of the shipment in one lot and at one time between your permanent duty stations.

***Officers who received orders for initial active duty for training for less than 6 months; or active-duty orders (including active duty for training) for less than 20 weeks; or for active-duty training for 20 or more weeks with less than 20 weeks at any one location, may transport HHG, but are limited to the TDY weight allowance authorized—no storage is authorized.**

When necessary in connection with the shipment, you may place your goods in temporary storage at the place of origin, in transit, or destination at Government expense for a period of 90 days or less. Storage is not authorized on intra-city transfers or in cases where there will be local drayage within the same metropolitan area.

On transfers, separations, and retirements you will be required to use the Shipping Officer servicing your duty station. **You must complete form PHS-4013-1, "Application for Shipment of Household Goods (Commissioned Officers)," and forward it to your Shipping Officer. This form is available on the MIS Web site – <http://dcp.psc.gov> – under 'Services'.**

SHIPMENTS RELATED TO ASSIGNMENTS OUTSIDE THE CONTINENTAL U.S. (OCONUS)

When you receive PCS orders from a United States location to an overseas location, you generally have the following entitlements:

1. You may ship goods to the overseas location, and/or
2. You may place goods in nontemporary storage at **place of origin**, and/or
3. You may ship goods to a designated place in the United States.

Thus, within your weight allowance, you may use any combination of entitlements shown above. However, when you use a combination of items 1 and 3 above, the overall cost may not exceed the cost of shipping the same weight of HHG in one lot to the new duty station. When HHG are shipped overseas, you should consider the use of a carrier that will provide door-to-door containerized service. This method of shipment eliminates unnecessary crating and extra handling of your goods, thereby providing a more efficient and safer shipment of your goods.

Upon a PCS from one overseas station to another, the HHG previously placed in nontemporary storage or shipped to a designated place (items 2 and 3 above) may not be shipped to the new station without authorization from OCCO.

All authorized shipments of HHG and personal effects, including calls-to-active-duty, to points OCONUS will be arranged by a Shipping Officer designated by your Agency/OPDIV/Program. Please see the section later in this pamphlet for a listing of authorized Shipping Officers.

NOTE for Shipping Officers: All shipments of HHG OCONUS will be on American registered vessels or aircraft. In some cases, restrictions may be placed on the weight of goods that may be shipped, especially when Government quarters are provided. Privately owned vehicles (POVs) may be shipped to duty stations OCONUS when shipment is authorized on personnel orders. In addition, a hard copy of Standard Form 1203 - "Government Bill of Lading - Privately Owned Personal Property" will still be used for all OCONUS moves.

SHIPMENTS RELATED TO SEPARATION FROM THE SERVICE

You may have your PCS weight allowance of HHG shipped from your last duty station, any previous permanent duty station, or the place of storage to which your HHG were transported at Government expense, to your home of record, or the place from which you were called to active duty. You may ship to a place of less distance than the foregoing; or, you may ship to a place more distant, providing you bear the excess costs involved. (Officers who were entitled only to transportation of the temporary change of station weight allowance upon entrance into Corps may have that amount of goods transported to the place from which called to active duty upon separation.)

If you intend to remain in the vicinity of your last duty station and your HHG are in the same vicinity, you may have them drayed from your present home or Government quarters to another home in the same metropolitan area. Local drayage in this case is in lieu of a shipment, and further transportation of HHG subsequent to the drayage will not be authorized. Storage of goods is not authorized in connection with simple drayage.

Deadlines: Upon separation, you have 180 days from the effective date of your separation, as shown on your personnel orders, in which to begin shipment of your HHG. Making written application for shipment (using form PHS-4013-1) to a Shipping Officer within the 180-day limit will preserve your shipping entitlement. The Shipping Officer will arrange to ship as soon as practicable following receipt of application.

If you are incurring any expenses for excess weight, distance, special services, or increased-valuation insurance, you must pay the Shipping Officer for these costs in advance. Payment should be by money order or certified check, payable to the U.S. Treasury. If you fail to pay for these services in advance, the Shipping Officer will arrange to have you declared indebted to the Federal Government and necessary measures will be taken to settle the indebtedness.

Time Limitation

Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit may be authorized/approved for a specific additional period of time by the Secretarial Process (Director, OCCO).

NOTE: This process must include routing through your Agency/OPDIV/Program and Commissioned Corps Liaison in order to allocate the necessary dollars when necessary.

SHIPMENTS RELATED TO RETIREMENT

When you retire from the Corps, you are authorized the same shipping entitlements as an officer separating from active duty, with the following exceptions:

1. You may ship your HHG to a home of selection anywhere in the United States; the Home of Record OCONUS (JFTR U5125-A) or the place OCONUS from which the officer was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 Comp. Gen. 1042 (1975)); or any other place. **(NOTE:** Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the officer.)
2. You have 1 full year following the effective date of your retirement in which to begin shipment of your HHG.
3. You are authorized **nontemporary storage at point of origin** not to exceed 1 year from the effective date of termination of active duty.
4. If non-temporary storage is not used at point of origin, temporary storage is authorized at the point of destination (JFTR U5365-C.4)
5. If your home of selection is OCONUS, you may be authorized shipment of a POV.

As you prepare for retirement, you should contact your Shipping Officer to make arrangements for your needs.

Procedures for Reimbursement for Travel Expenses

1. Obtain and complete Standard Form 1012, "Travel Voucher," from your new Agency/OPDIV/Program administrative office for your travel. This form is available on the MIS Web site – <http://dcp.psc.gov> – under 'Services'. Include the per diem and mileage allowances that are appropriate.
2. For dependent travel, complete form PHS-2988, "Voucher for Reimbursement for Travel (Dependents of PHS Commissioned Officers)." This form is available on the MIS Web site – <http://dcp.psc.gov> – under 'Services'.
3. Submit all completed paperwork/forms to the officer's last Agency/OPDIV/Program's administrative office for reimbursement from the Agency/OPDIV/Program's finance office.

NOTE: The Office of Commissioned Corps Operations (OCCO) does not process these entitlements.

STORAGE ENTITLEMENTS

Temporary Storage

1. When you have a PCS, it is incumbent upon you to determine the need for temporary storage of your HHG.
2. Entitlement to 90 days of temporary storage is automatic within the following meaning: when you receive your PCS orders which authorizes shipment of your HHG, the authorization to ship HHG carries with it the right to store – in connection with the shipment – for a period of up to 90 days.
3. This is not to say, however, that you should place your HHG in storage at Government expense for any period when there is no need to do so. Goods should not be placed in temporary storage when there is no intent to ship them. On this latter point, you are cautioned that if household effects are placed in temporary storage at origin and no shipment is effected, you will be called upon to pay the costs of such storage due to the fact that **temporary storage is only authorized in connection with the "shipment" of household effects.** The Comptroller General has ruled that no "shipment" is made unless there is a destination identified on the GBL, VGBL, or TSON.
4. When temporary storage is necessary incident to shipment, the Shipping Officer will note on the GBL, VGBL, or TSON, that "temporary storage not to exceed 90 days is authorized." This type of storage is limited to 90 days and the Government will pay for the storage including the in and out labor and hauling costs.
5. Temporary storage may be at origin, a place enroute, or at destination or any combination thereof. It is often more convenient, however, to have the goods stored at destination.
6. If your goods remain in storage beyond the 90-day period, all costs of storage over 90 days will be at your expense, unless an additional period of temporary storage is requested, in writing, through your Agency/OPDIV/Program and forwarded to the Director, OCCO, for approval. If approved, your personnel orders must reflect the additional period of temporary storage. (See INSTRUCTION 6, Subchapter CC24.6, "Transportation of Household Goods," of the CCPM for criteria.)

NOTE: Temporary storage of HHG at Government expense may not be authorized for the carrier's convenience.

Nontemporary Storage

1. Under certain types of assignments (e.g., overseas, or when Government quarters are furnished) placement of all, or a portion of, your HHG in storage for the duration of the assignment in lieu of shipment may be authorized. This is called nontemporary storage. Nontemporary storage is also authorized upon retirement. When HHG are placed in nontemporary storage it must be at point of origin. A listing of types of situations under which nontemporary storage may be authorized may be found in Paragraph U5380 of the JFTR.
2. Personnel orders must authorize nontemporary storage. On transfers and retirements, the Shipping Officer will issue to the carrier form PHS-1672, "Authorization for Storage of Household Goods, Temporary-Nontemporary," for nontemporary storage of your HHG. On calls-to-active-duty, form PHS-1672 is included with personnel orders authorizing nontemporary storage. You should complete this form and transmit it to the carrier as authorization for nontemporary storage of your HHG.
3. When nontemporary storage is authorized, you may wish to ship a portion of your goods and store the remainder. A GBL, VGBL, or TSON will be used to accomplish the shipment. However, the amount of goods stored plus the amount shipped may not exceed your PCS weight allowance.
4. If your personnel orders do not authorize nontemporary storage, you may request authorization for such storage through your Agency/OPDIV/Program, from the Director, OCCO. Your request must be in writing and must state the reasons for the request. If you are being transferred, your request must be sent through your new administrative office.

WHAT YOU SHOULD DO WHEN ORDERED TO MOVE

1. Contact the Shipping Officer serving your duty station. (See "Location of Shipping Officers" in this pamphlet.)
2. To help you avoid excess costs, request an estimate from the carrier of the weight of HHG to be shipped.
3. **Advise the carrier that PBP&E (Pro gear) are to be packed and weighed separately from other goods.**
4. Check the weight allowance table. Staying within this allowance will simplify your shipment and prevent a request for payment of excess costs at a later date.
5. If you proceed to your new duty station prior to the time you will want your HHG shipped, give your dependents or other agent sufficient written authority to handle the shipment in your name.
6. If you have articles of extraordinary or substantial value to be shipped, make arrangements for special shipment of these items.
7. Have all the information possible about housing at your new station before making shipment.
8. When storage will be necessary because you have not yet located a residence at your new station, request storage at point of destination. If you are in doubt as to the place (city) to which goods are to be shipped, request storage at point of origin.
9. When shipping by HHG carrier, you will be required to sign a copy of the inventory list and a packing certificate after the goods are packed and loaded on the van. Be sure to retain a copy of the inventory so that you have a record of what items were shipped.

10. Retain all copies of your personnel orders. You will need them to support travel payment.
11. If your orders are modified, canceled, or revoked, or a change in destination of the shipment is desired, notify the Shipping Officer and carrier immediately.
12. Empty, defrost, and clean the refrigerator and freezer several days before the move so that the interiors will be dry to prevent mildew.
13. Be sure that you have your automatic washing machine, freezer, refrigerator, television set, etc., technically serviced, if required, for safe transportation.
14. Obtain the approximate date of arrival of your HHG at destination from the carrier.
15. Be sure that you, your dependent, or agent is at home on the day of the expected move, and also make arrangements for receipt of the property at destination if there is to be no temporary storage.
16. Dishes and cooking utensils should be accessible and ready to pack.
17. Set aside and call the attention of the movers to extra fragile items such as fine china and delicate glassware.
18. Keep groceries and food supplies together in one area for proper packing.
19. When goods are moved by HHG carrier, linen and clothing may be left in furniture drawers. If furniture is packed and crated, all articles will be removed from drawers.
20. Make arrangements to have phone service and other utilities disconnected.
21. Dispose of all old books, papers, magazines, excess furniture, and accumulated items which have little value or useful purpose – they cost money to ship!
22. Notify the Shipping Officer at the new duty station of your expected arrival, and provide information about shipping arrangements for your HHG.

WHAT YOU SHOULD NOT DO WHEN ORDERED TO MOVE

1. Do not request shipment to a place other than your new duty station without finding out whether it will be at Government expense and if excess costs will be involved at your expense. Contact your Shipping Officer for this information.
2. You may not refuse to sign the original GBL, VGBL, or TSON upon receipt of goods if the goods are received in a damaged condition. It is important that the GBL, VGBL, or TSON be signed, as it is the means by which the carrier receives payment for transporting your goods. The Comptroller General has ruled that payment for the transportation cannot be delayed pending settlement of any claim you may have for loss and/or damage. However, before you sign the GBL, VGBL, TSON, be sure to note on the reverse side any loss or damage resulting from the move.
3. Do not become apprehensive if the movers are not at your residence at exactly the appointed time. It is very difficult to schedule the move at a specified hour.
4. Do not request special services from the carrier until you know whether the special services will incur extra charges. The Government cannot pay for special services.

5. Do not pack or unpack your china, glassware, or bric-a-brac yourself – leave this to professional packers since they are better qualified to handle breakable articles. Usually, carriers will not pay claims for damages on items they do not pack or unpack.
6. Unpacking should include placing wardrobes, reassembly of major items, such as beds, tables, etc., and removal of empty moving cartons.

METHODS OF SHIPMENT

The Shipping Officer arranging transportation is responsible for selecting the method of shipment providing the required service at the most economical overall cost to the Government.

Methods of shipment include HHG van carrier, ordinary rail freight, water freight, motor freight, express, and freight forwarders.

If the goods are uncrated, HHG van carriers are generally most appropriate. However, the shipment should weigh at least 1,000 pounds or more before this method is used because the HHG van carriers' charge for 1,000 pounds is a minimum. Therefore, if the weight of the goods is less than 1,000 pounds, the HHG van carrier may be more expensive. This may result in a request for you to refund money to the Government. **When shipments involve weights of less than 1,000 pounds, it is suggested that rates be obtained from carriers providing other modes of shipment to allow the Government the best overall value. A discussion with your Shipping Officer will help determine the proper course of action to take.**

If you have a shipment of a relatively small amount of HHG, you should understand that HHG carriers often prefer to delay actual shipment after pickup until they obtain other shipments to make up a full van. This, of course, may result in delay in receiving the goods at destination. While the carrier will often expedite such smaller shipments upon request, the Department of Health and Human Services (HHS) is not permitted to pay for the resulting charge for expedited service. However, should a portion of goods be urgently required at the new station, that portion may be shipped by an expedited mode of transportation. If your HHG are already packed and crated, ordinary freight (motor, rail, etc.) rather than HHG carrier may be more appropriate, depending on the points between which transportation is to occur, freight service available, and so on.

If the HHG are to be shipped to an OCONUS location (including Alaska, Hawaii, Puerto Rico, and Guam), consideration should be given to a containerized-through shipment available from many carriers. If your goods are not containerized, they must be packed and crated for rail or motor freight, and for water shipment. On the other hand, containerized shipments move residence at origin to residence at destination in containers, thus eliminating many steps in packing and handling and reducing the possibility of damage.

UPON ARRIVAL AT YOUR NEW DUTY STATION

Upon arrival you should contact the Shipping Officer at your new duty station to give him/her your phone number and address. The carrier also should be contacted and given this information.

WHAT TO DO IN CASE OF LOSS OR DAMAGE

If your HHG shipped by commercial carrier are damaged when you receive them, you must request the carrier's representative to inspect any damage and prepare a report of the damaged property. Do not refuse to sign the inventory because your property has been lost or damaged. Make a notation on the reverse side of the GBL, VGBL, or TSON inventory sheet of the lost or damaged property.

Caution: When goods are lost or damaged, notation on the GBL, VGBL, or TSON inventory sheet, inspection and admission of loss or damage by a carrier representative, or other such actions, do not individually or collectively constitute the official filing of a claim. All these actions are important supports of a preliminary nature. The official filing of a claim for loss and/or damage is accomplished by the completion of a claim form provided specifically for that purpose by the carrier. This form should be completed and returned to the carrier. Retain a copy for your records; the carrier or insurance company will not begin settlement without it.

Carrier's Liability for Loss or Damage

The carrier's liability for loss or damage is for the full value of your HHG. HHG carriers are required to reimburse you in the amount of \$5.00 per pound based on the total weight of the shipment. When your goods are being unpacked (and it is advisable economically to have the unpacking done at the time of delivery) an inspection should be made of the condition of your goods. If you notice breakage, damage, or loss, you should record such findings on the reverse of the GBL, VGBL, or TSON inventory sheet and retain a list of such for use in support of your claim for damage.

If you wish to increase the value of your HHG from the \$5.00 per pound that is provided by the carrier, you should discuss this with your Shipping Officer prior to shipment.

SUPPLEMENTAL PAYMENT UNDER THE "MILITARY PERSONNEL AND CIVILIAN EMPLOYEES' CLAIMS ACT" (31 U.S.C. 3721)

Pursuant to the provisions of the Military Personnel and Civilian Employee's Claims (MCE) Act, whenever property is damaged, lost, or destroyed while being shipped pursuant to authorized travel orders, the owner shall file a written claim for reimbursement with the carrier and his/her private insurance company as soon as possible. Any assistance needed in preparation of your claim against the carrier can be obtained from your GBL, VGBL, or TSON inventory sheet/Shipping Officer.

After all administrative remedies have been exhausted with the carrier and private insurance company, you may file a claim under the MCE Act for supplemental payment. The intent of the Act is to provide some degree of compensation to Federal employees who have incurred work-related loss or damage to their personal property for replacement value. In addition, failure to make timely demand on a carrier or private insurer or to make all reasonable efforts to collect the amount recoverable may result in reducing the amount recoverable from the Government. The maximum amount which would have been recoverable from the carrier or insurer had the claim been timely made or diligently prosecuted shall be deducted.

Under the Act, claims are limited to \$40,000 and must be filed within 2 years of the loss or damage. Copies of personnel orders, GBLs, the household inventory prepared by the carrier, documentation of condition of HHG at time of delivery, proof of ownership/value, repair receipts/estimates, any itemized settlement, and all correspondence with the carrier and your private insurer should be forwarded with a completed form HHS-481 "Employee Claim for Loss or Damage to Personal Property." The claim should be sent to the Claims Office, Program Support Center (PSC), through your Agency/OPDIV/Program administrative office. If such a procedure is not in place, your claim can be filed directly with the Claims Branch, PSC, Room 5C-10, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001. Should you have any questions regarding the filing procedures, please contact the Claims Branch at phone number 301-443-1904.

Losses Generally Not Under the MCE Act

1. Damage to or loss of property caused in whole or in part by any negligent or wrongful act on the part of the claimant or claimant's agent.
2. Worn-out or unserviceable property.
3. Money or currency; intangible property such as bankbooks, checks, money orders, baggage checks, warehouse receipts, bills of lading, promissory notes, stock certificates, bonds, etc.
4. Articles that are easy to pilfer, such as jewelry, cameras, watches, and binoculars, when they are shipped with HHG or by ordinary means or as unaccompanied baggage at normal or released valuation.
5. Fees paid to obtain estimates of repair in connection with submitting a claim. However, such fees will be paid if the estimate clearly indicates that the estimate fee will not be deducted from the cost of repair.

SHIPMENT OF AUTOMOBILES

Generally, HHS will pay for the shipment of one POV in connection with a PCS to, from, or between OCONUS locations. With rare exception, this must be a vehicle that was purchased in the United States, a U.S. territory or possession, or Puerto Rico (see Paragraph U5415B of the JFTR).

This entitlement is for the transportation of the POV from a designated loading port/vehicle processing center (VPC) servicing the old PDS or a POV port/VPC serving the passenger point of departure (POD) or any POV port/VPC in between the old and new PDS to the:

1. POV unloading port/VPC serving the new PDS;
2. POV unloading port/VPC serving another authorized place;
3. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval or;
4. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

If you are authorized the shipment of a POV, you may also be authorized the appropriate travel allowances to deliver and pick-up your POV at the designated loading/unloading port/VPC including mileage and necessary per diem.

If you are transferred OCONUS, you will receive detailed information regarding shipment of a POV and form PHS-4795, "Application for Shipment of Motor Vehicles," with your personnel orders. All shipments, whether port-to-port or overland, must be authorized in advance.

All authorized shipments to points OCONUS will be arranged by the HHG Shipping Officer assigned to you through your Agency/OPDIV/Program. Please see the section later in this pamphlet for a listing of authorized Shipping Officers.

For shipments originating in a foreign country, you may submit your application to the nearest American embassy or consulate. If there is no embassy or consulate, the Shipping Officers designated above may be used.

NOTE: Foreign governments may place embargoes or taxes on HHG and automobiles. It is your responsibility to check with the American embassy in the country to which you are assigned to determine if any embargoes, taxes or tariffs exist, and the requirements attached to them.

TRANSPORTATION OF HOUSE TRAILERS

House trailers designed to be moved overland and for use as a residence at destination, and which contain HHG, personal effects, and PBP&E of the owner, may be moved in lieu of shipment of HHG. If you wish to transport house trailers within the United States, within Alaska, or between the United States and Alaska, you should review the provisions of Chapter 5, Part F of the JFTR. These set forth extensive provisions relating to such transportation. The regulations provide for a maximum reimbursement not to exceed what it would have cost the Government to ship your maximum authorized weight allowance between old and new stations. If your mobile home is self-propelled, reimbursement will be at the current rate as prescribed in the JFTR (see Paragraph U2615) for the official distance, but not more than the maximum described above. If your mobile home is designed for towing, reimbursement will be for actual allowable costs, as detailed in the JFTR, but not more than the maximum.

SHIPMENT OF HOUSEHOLDS GOODS AT PERSONAL EXPENSE

Shipment of HHG will ordinarily be arranged by a Shipping Officer using a GBL, VGBL, or TSON. However, you may choose to arrange the shipment of your household goods on your own using one of two methods.

1. You may hire a shipping/trucking company with or without an operator and be reimbursed for the actual cost of such shipment not to exceed the cost which would have been incurred by the Government had the shipment been made on a GBL, VGBL, or TSON, or
2. You may rent a trailer or vehicle and perform the movement of your household goods on your own and be reimbursed 95 percent of the cost which would have been incurred by the Government had the shipment been made on a GBL, VGBL, or TSON, not to exceed 100 percent of the Government constructed costs if the costs incurred by you during the move exceed 95 percent.

You may not claim reimbursement for you or your family's time or labor. **All claims for reimbursement must be accompanied by receipts and a weight certificate showing the empty weight of the trailer or truck as well as the loaded weight of the vehicle.**

Such claims should be submitted through your Shipping Officer to the accounting point serving your duty station, with a receipt of payment for all fees from the hired operator or rented equipment. (For additional information, see "Appendix - Personally Procured Transportation (PPT) Moves" of this pamphlet.)

PROCEDURE FOR ISSUING A GOVERNMENT BILL OF LADING

Responsibility for providing a GBL, VGBL, or TSON rests solely with authorized Shipping Officers within the HHS Agency/OPDIVs. Additional responsibilities throughout the personnel system which must be met in order for the final promulgation of a GBL, VGBL, or TSON, are described herein.

General Procedure

NOTE: Travel and transportation related forms are available on the MIS Web site – <http://dcp.psc.gov> – under 'Services'.

There are three types of personnel actions that may require the shipment of HHG. The general provisions for getting required materials to the officers/applicants are:

1. Call-to-Active-Duty/Transfer

The Agency/OPDIV/Program that will be receiving the applicant/officer will initiate form PHS-1662, "Request for Personnel Action – Commissioned Officer." If a geographic move requiring a GBL, VGBL, or TSON is involved, the officer should visit the MIS Web site – <http://dcp.psc.gov> – to obtain form PHS-4013-1, "Application for Shipment of Household Goods (Commissioned Officers)." This must be done far enough in advance of the personnel order effective date to permit return of the completed application to the appropriate Shipping Officer.

2. Separation

The Agency/OPDIV/Program from which the officer is separating will provide to the separating officer a copy of form PHS-4013-1 and a copy of CCPM Pamphlet No. 11, "Shipment of Household Goods," as part of the separation materials. The MIS Web site also contains form PHS-4013-1 and CCPM Pamphlet No. 11.

In the majority of cases, the Agency/OPDIV/Program should be aware of the officer's pending separation. To insure that the Agency/OPDIV/Program is notified of the pending separation in a timely fashion, the Division of Commissioned Corps Assignments (DCCA), OCCO, will notify the appropriate Agency/OPDIV/Program Commissioned Corps Liaison when an original form PHS-1373, "Separation of Commissioned Officer," is received by DCCA.

3. Retirement

All actions for shipment of HHG, including transmission of needed forms and pamphlets, will continue to be performed by the Office of Commissioned Corps Support Services (OCCSS) Retirement Coordinator.

The officer will have responsibility for completing form PHS-4031-1 and returning it to the appropriate Shipping Officer. Failure to properly complete and return the application in a timely manner may delay the shipment of HHG.

When the personnel order has been processed, a copy should be forwarded in the most expedient fashion to the appropriate Shipping Officer by the retiring officer.

DISPOSITION OF GBL, VGBL, or TSON COPIES

Standard Form 1203, "U.S. Government Bill of Lading - Privately Owned Personal Property," consists of the original and six copies. (This form is mainly used for OCONUS).

The Shipping Officer should give the carrier the original and the first three copies of the GBL. The Shipping Officer should forward one copy to the appropriate accounting point and retain two copies.

The carrier should furnish one copy of the GBL along with a legible copy of the inventory and condition report to you at the time of pickup.

Upon completion of the move, the carrier will submit an invoice and the original copy of the GBL to the appropriate accounting point in order to receive payment for transportation of your goods.

The appropriate accounting point will place this copy of the GBL in a file available for public inspection if deemed necessary.

NOTE: The VGBL and TSON are paperless systems and should be distributed electronically to the appropriate offices as described above.

QUESTIONS ABOUT THE JFTR

Interpretations of the JFTR entitlements are available through your Agency/OPDIV/Program Commissioned Corps Liaison (listed below) who will consult with the Office of Commissioned Corps Operations.

COMMISSIONED CORPS LIAISONS

(May 2004)

http://dcp.psc.gov/PDF_DOCS/SGPAC2.pdf

| <u>Agency/ Operating Division/ Program</u> | <u>Name/Address</u> | <u>Phone</u> |
|--|--|---|
| AHRQ | CAPT Bruce Immerman , USPHS (Ret.) AHRQ 540 Gaither Road Rockville, MD 20850 | Work: 301-427-1794 Fax: 301-427-1809 blimmerman@ahrq.gov |
| BOP | CDR Dean Coppola BOP/Health Services Division 5600 Fishers Lane, Room 18-38 Rockville, MD 20857 | Work: 301-443-0901 Fax: 301-443-3574 dcoppola@osophs.dhhs.gov |
| CDC/ATSDR | CAPT Austin Hayes Commissioned Corps Section/MS K-27 4770 Buford Highway, NE Atlanta, GA 30341-3724 | Work: 770-488-1898 Fax: 770-488-1970 aeh4@cdc.gov |
| CMS | Ms. Jane Lietner CMS/Mail Stop C2-09-27 7500 Security Boulevard Baltimore, MD 21244-1850 | Work: 410-786-1786 Fax: 410-786-9580 jleitner@cms.hhs.gov |
| Department of Homeland Security (Coast Guard) | CAPT Michael L. Adess USCG Headquarters Commandant (G-WKH-3), Room 5314 2100 Second Street, SW Washington, DC 20593-0001 | Work: 202- 267-0805 Fax: 202-267-4685 madess@comdt.uscg.mil |
| Department of Homeland Security (All Others) | CDR Joan Harding DHS/FEMA/NDMS Section 601 E. 12 th Street, Room 210 Kansas City, MO 64106 | Work: 816-426-2829 Fax: 816-426-2178 Jharding@osophs.dhhs.gov |
| EPA | Ms. Esther DeLauder EPA (Mail Code 3650) 1200 Pennsylvania Avenue, NW Washington, DC 20460-0001 | Work: 202-564-0430 Fax: 202-260-0523 delauder.esther@epa.gov |
| FDA | CAPT Russell Green FDA/(HFA-400)/Room 7-59 5600 Fishers Lane Rockville, MD 20857-0001 | Work: 301-827-4127 Fax: 301-827-9664 rgreen@cc.fda.gov |

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|--------|--|---|
| HRSA | CAPT Joyanne P. Murphy HRSA/Room 13A-22 5600 Fishers Lane Rockville, MD 20857-0001 | Work: 301-443-2741 Fax: 301-594-6599 Jmurphy@hrsa.gov |
| IHS | CAPT Paul McSherry IHS 5300 Homestead Road, NE Albuquerque, NM 87110-1293 | Work: 505-248-4114 Fax: 505-248-4807 paul.mcsherry@mail.ihs.gov |
| NIH | CAPT Kenneth Diepold, USPHS (Ret.) NIH/Mail Stop 2043 Bldg. 31, Room B2B63 31 Center Drive Bethesda, MD 20892 | Work: 301-402-0261 Fax: 301-496-7146 kdiepold@od.nih.gov |
| OS | Ms. Robin Moore HHH Building, Room 714-B 200 Independence Avenue Washington, DC 20201 | Work: 202-260-2306 Fax: 202-690-8558: Rmoore1@osophs.dhhs.gov |
| NOAA | CAPT Michael Vitch NOAA 1315 East-West Highway, SSMC3-Room 12734 Silver Spring, MD 20910 | Work: 301-713-3440 x186 Fax: 301-713-2887 michael.vitch@NOAA.GOV |
| NPS | Ms. Sonya Coakley National Park Service (Org Code 2480) 1849 'C' Street, NW Washington, DC 20240 | Work: 202-513-7215 Fax: 202-565-1115 sonya_coakley@nps.gov |
| PSC | CDR Lou Ann Rector 5600 Fishers Lane, Room 4-50 Rockville, MD 20857-0001 | Work: 301-594-3367 Fax: 301-443-0064 Lrector@psc.gov |
| SAMHSA | Ms. Rebecca Ruiz 5600 Fishers Lane Room 14C-24 Rockville, MD 20857-0001 | Work: 301-443-5409 Fax: 301-443-0064 Rruiz@samhsa.gov |
| USDA | CAPT Cindy Pond Department of Agriculture Room 3150 South Building 1400 Independent Avenue, SW Washington, DC 20205-3700 | Work: 202-720-7208 Fax: 202-690-9973 Cindy.pond@fsis.usda.gov |
| USMS | CAPT Maria Dinger Prisoner Services Division U.S. Marshals Service Washington, DC 20530 | Work: 202-307-9263 Fax: 202-307-5029 Maria.dinger2@usdoj.gov |

**LOCATION OF SHIPPING OFFICERS
May 2004**

**AHRQ, BOP, DHS, EPA, FDA,
HRSA, NIH, NOAA, NPS, PSC, SAMHSA**

Prudential Relocation Services
ATTN: Ms. Patricia Grimes
1325 G Street, NW, Suite 600
Washington, DC 20005
Phone: (202) 626-5003

CDC and ATSDR

Bureau of Public Debt (BPD)
Administrative Resource Center
Travel Branch
P.O. Box 1328, CAPS 110
Parkersburg, WV 26101
Phone: (304) 489-4865 Denise Stinn
Phone: (304) 489-4819 Roger Burris, Sr.

CMS

Ms. Susie Muse
CMS Property Management
Room SLL-14-06
7500 Security Boulevard
Baltimore, MD 21244-1850
Phone: (410) 786-7849
Fax: (410) 786-1905

IHS

Headquarters East IHS

Ms. Jacqueline Osborne
Travel Management Specialist
IHS/OAM/DAS
801Thompson Avenue
Rockville, MD 20852
Phone: (301) 443-2653
Fax: (301) 443-9910

Alaska Area IHS / Portland Area IHS

Mr. Roy Dennis
Alaska Area Native Health Service
4141 Ambassador Drive, Room 133
Anchorage, AK 99508
Phone: (907) 729-1311
Fax: (907) 729-1312

Albuquerque Area IHS

Ms. Leonore Garcia
Albuquerque Area IHS
5300 Homestead Road, NE
Albuquerque, NM 87110
Phone: (505) 248-4131
Fax: (505) 248-4115

Bemidji Area IHS and Aberdeen IHS

Nichole Price
Donna Ducheneaux
Ron Sieler
Aberdeen Area IHS/Procurement
115 4th Avenue, SE, Room 309
Aberdeen, SD 57401
Phone: (605) 226-7571 / 7573 / 7289
Fax: (605) 226-7670

Billings Area IHS

Ms. Joelene Whiteclay
Billings Area IHS
PO Box 36600
Billings, MT 59107
Phone: (406) 247-7199
Fax: (406) 247-7232

California Area IHS

Ms. Linda Wilson
California Area IHS
650 Capitol Mall
Sacramento, CA 95814
Phone: (916) 930-3981 ext. 313
Fax: (916) 930-3952

Nashville Area IHS

Mr. Jimmy Reedy
Nashville Area IHS
711 Stewards Ferry Pike
Nashville, TN 37214
Phone: (615) 467-1513
Fax: (615) 467-1586

IHS Continued.

Navajo Area IHS and Service Units

Mr. Orson Quoshena
Navajo Area IHS, Room 125
P.O. Box 9020
Hwy 264 St. Michaels
Window Rock, AZ 86515
Phone: (928) 871-5801
Fax: (928) 871-5896

Chinle Comprehensive Health Care Facility

Shipping Officer: Norma Irvin
Phone: (928) 674-7303

Crownpoint Health Care Facility

Shipping Officer: Charles Benally
Phone: (505) 786-6216

Fort Defiance PHS Indian Hospital

Shipping Officer: Wanda Benally
Phone: (928) 729-3247

Gallup Indian Medical Center

Shipping Officer: Caroline Curley
Phone: (505) 722-1363

Kayenta Health Center

Shipping Officer: Bertha Blackhorse
Phone: (928) 697-4081

Northern Navajo Medical Center (Shiprock)

Shipping Officer: Delando King
Phone: (505) 368-6078

Tuba City Regional Health Care Corporation

Shipping Officer: Bernice Pinta
Phone: (928) 283-2883

Winslow Indian Health Care Center, Inc.

Shipping Officer: Charlene Begay
Phone: (928) 289-6268

Oklahoma Area IHS

Mr. Lyman Guy
Oklahoma Area IHS
Five Corporate Plaza
3625 NW 56th Street
Oklahoma City, OK 73112
Phone: (405) 951-3708
Fax: (405) 951-3765

**Phoenix Area IHS
except for the Phoenix
Indian Medical Center (PIMC)**

Mr. LeRoy Gashwazra, Sr.
Phoenix Area IHS, Suite 500
40 North Central Avenue
Phoenix, AZ 85004
Phone: (602) 364-5362
Fax: (602) 364-5376

For PIMC only

Ms. Anne Silversmith
Phoenix Indian Medical Center
4212 North 16th Street
Phoenix, AZ 85016
Phone: (602) 263-1200
Fax: (602) 263-1648

Tucson Area IHS

Ms. Sandra Montana
Tucson Area IHS
7900 South J. Stock Road
Tucson, AZ 85746-7012
Phone: (520) 295-2420
Fax: (520) 295-2606

USDA

Mr. Robert Cooke
Food Safety and Inspection Service
1400 Independence Avenue, SW
Room 2144 South Building
Washington, DC 20250
Phone: (202) 720-4590
Fax: (202) 690-3989

APPENDIX

PERSONALLY PROCURED TRANSPORTATION (PPT) MOVES

(Formerly – DO-IT-YOURSELF (DITY) MOVES)

APPLICABILITY (*U5320- D*)

PERSONALLY PROCURED TRANSPORTATION MOVES

The Personally Procured Transportation (PPT) Moves program is applicable to members of the Commissioned Corps of the Public Health Service (PHS) who move household goods (HHG) between points in the Continental United States (CONUS) or between a point in CONUS and a point in Alaska, or to any other permitted points under the procedures contained in this policy. The PPT program is also applicable to moves at Outside the Continental United States (OCONUS) commands in accordance with locally established procedures. Any member of the commissioned corps moving HHG between those points who is otherwise eligible for movement of HHG at Government expense is eligible to participate in the PPT program. This includes members on permanent change of station (PCS) or temporary duty (TDY)/temporary additional duty (TAD), members who desire to use a rental vehicle or a privately owned vehicle (POV), and members who desire to use a PPT move in connection with a conventional HHG move. Group PPT moves are not permitted in the PPT program.

Participation in the PPT program is voluntary, **but the officer should notify the new/gaining Agency/ Operating Division (OPDIV)/Program's Shipping Officer of the intent to execute a PPT prior to execution. Failure to do so may slow the reimbursement process.** A member may choose a PPT move, a conventional move, or a combination of the two methods, subject to entitlement limitations. A member who elects to move a personally-owned boat and trailer as HHG has the same options and may also voluntarily participate in the PPT program.

APPLICATION FOR SHIPMENT (U5320-D)

Upon receipt of PCS orders, officers should contact their Agency/OPDIV/Program's Shipping Officer **to notify them of their intent to execute a PPT move, and to obtain counseling and the appropriate paperwork necessary to complete the PPT move.** (See "Location of Shipping Officers" in this pamphlet.)

Failure to notify the new/gaining Shipping Officer of your intent to perform a PPT move may delay reimbursement of the monetary allowance.

Officers wishing to execute a PPT move should estimate 1,000 pounds of HHG per room in their home. The Shipping Officer will review the PCS personnel orders and note the estimated HHG weight on form PHS-4013-1, "Application for Shipment of Household Goods (Commissioned Officers)," and provide the officer with an estimated dollar amount based upon 95 percent of what the Government would pay to ship the estimated HHG weight allowance. **This will allow officers to make an informed decision about whether to perform a PPT themselves or allow the Government contracted shippers to move their HHG.**

The Shipping Officer will counsel the officer in accordance with the guidelines noted below and those provided in paragraph U5320-D of the Joint Federal Travel Regulations (JFTR), and note on form PHS-4013-1 that the officer will be executing a PPT move.

Upon completion of the move and within a reasonable amount of time after arrival at the new permanent duty station (PDS), the officer must provide the Shipping Officer who initiated the PPT move with a copy of his/her PCS personnel order, and weight certificate(s) of the actual HHG weight transported, in order to be reimbursed under the PPT program provisions. Failure to follow this directive may delay payment of the monetary allowance associated with the PPT move.

Based upon the *actual weight* transported by the officer as indicated on the weight certificate, the Shipping Officer will note on the bottom of form PHS-4013-1 the following information:

1. The cost the Government would have incurred if the HHG were shipped by the Government; and
2. Ninety-five (95) percent of the cost the Government would have incurred if the HHG were shipped by the Government.

The Shipping Officer will sign and date form PHS-4013-1, maintain a copy for his/her records, and return a copy to the commissioned officer.

The **commissioned officer must** associate the copy of form PHS-4013-1 containing the Shipping Officer's notations, and other documentation provided, along with his/her Standard Form 1012, "Travel Voucher," for PCS allowances (e.g., per diem, monetary allowance in lieu of transportation (mileage)) and submit it to the appropriate finance office for reimbursement of the 95 percent amount noted by the Shipping Officer.

Prior to submission, the officer must make the following entry under the "Description" column of Standard Form 1012 – "*PPT*"– and place the 95 percent amount noted on form PHS-4013-1 by the Shipping Officer in the column labeled "Amount Claimed/Other."

The officer's PCS personnel order will not reference a PPT move. The PCS personnel order will indicate the officer is authorized to execute a PCS move in accordance with the JFTR. **Officers requiring temporary storage at the new PDS location must coordinate storage arrangements with the Shipping Officer prior to departure from the old PDS.** Temporary storage may be authorized for 90 days on PCS moves if circumstances occur that prevent delivery to a residence.

Executing a PPT move may or may not be advantageous to officers performing PCS moves. Those considering a PPT move are cautioned to weigh all the factors (e.g., cost the member will incur, time and labor requirements, insurance needs, packing materials) before executing a PPT move.

Officers who do not produce certified weight tickets to show the actual weight of the HHG moved through the PPT will be responsible for any costs necessary in the reconstruction process of their HHG weight.

The Department of Defense (DoD) Table of Official Distance (DTOD) used for HHG transportation must be used for personally arranged transportation moves (using shortest distance).

NOTE: What is the DTOD?

- The DTOD is the standard source for worldwide distance information.
- It replaces all other sources used for computing distance (except for airplanes).
- It is the only official source for TDY and PCS travel distance.
- It is the only official source for distance for PPT moves.

To establish an individual or group account— <http://dtoc-mtmc.belvoir.army.mil/>—follow the steps as outlined. Because the Public Health Service is not a DoD service, you will be asked to provide a justification for use of this site. Please respond with the following, in addition to any other pertinent information requested: The U.S. Public Health Service is one of the seven Uniformed Services and as such is governed by the Joint Federal Travel Regulations which mandates the use of the Defense Table of Official Distance by all Services.

COUNSELING

Travel Allowances

The JFTR paragraphs U5100, U5105, and U5108 prescribe travel allowances for officers who are ordered to make a PCS; JFTR paragraph U5125 prescribes travel allowances for officers who are separated from the Service or relieved from active duty; and JFTR paragraph U5130 prescribes travel allowances for officers who retire, are placed on the temporary disability retired list, etc.

The Comptroller General of the United States has ruled that these travel allowances apply to officers who make a van line move or who make a PPT move. Therefore, officers who make a PPT move are permitted travel allowances as described above as well as operating allowances for the PPT move.

Similarly, Monetary Allowance in Lieu of Transportation (MALT) is permitted for dependent travel in accordance with JFTR paragraph U5205-A whether the dependents ride to the new duty station in their automobile or in a rental truck.

For local moves, however, there are no travel allowances permitted. Claims for expenses and incentive involved in the PPT move will be processed at the officer's Agency/OPDIV/Program finance center.

PPT Counseling Checklist

Depending on your Shipping Officer, it is suggested that a "Do-it-Yourself Move and Counseling Checklist" be used to counsel officers. This checklist should be signed by the officer and retained by the Shipping Officer. The officer should be provided with a photocopy of the signed checklist.

Incentives and Incentive Estimates

1. **Paying Office.** All incentive payments for PPT moves by officers will be made by the Agency/OPDIV/Program's finance office notated on the PCS personnel order as the "Accounting Point for Travel."
2. **General.** A monetary incentive is a payment to the officer to compensate for moving and to share the savings resulting from the move. The "incentive" part of the payment is the net value of 95 percent of the constructive cost to the Government based on the actual weight moved, not to exceed the officer's full JFTR prescribed weight allowance, less the officer's expenses.

All payments for officers are made by the officer's Agency/OPDIV/Program's finance office after the move is completed and all documents are received and audited. **Failure to submit the required documentation to the finance office within a reasonable amount of time will make it necessary for the officer to justify in writing why the reimbursement is necessary and how it relates to the actual PCS that occurred earlier by personnel order. This process may delay the reimbursement of monetary allowance associated with the PPT program.**

3. **Incentive Payment Computations.** The officer's payment is based on 95 percent of the constructive cost. If the PPT move costs exceed: (1) 95 percent of the constructive costs, but less than 100 percent of the constructive costs, the officer should be reimbursed actual expenses, but receive no incentive; or (2) 100 percent of the constructive costs, the officer should be **reimbursed actual** expenses, receive no incentive, and is responsible for all costs in excess of the constructive costs.

The Shipping Officer will use the General Services Administration (GSA) electronic travel system known as the Transportation Management Services Solution (TMSS). This is a Web-based system that quickly allows the Shipping Officer to look-up the appropriate costs associated with the shipment of HHG. This system provides the best value to the Government for the movement of HHG by listing a group of authorized Van Carriers along with the discounted rates they are willing to accept against the "Professional Movers Government Rate Tender (GRT)" for the shipment of HHG. These established discounted rates include all costs associated with the shipment of HHG to include: pick-up, packing, shipping, hauling, unpacking, delivery, taxes, and surcharges. After this rate has been established, the incentive computation is used.

NOTE TO SHIPPING OFFICERS: Shipping Officers will use shipping companies with a "Value Index (VI)" greater than or equal to 100 for appropriate discounted rates.

Examples:

(1) Incentive paid; PPT move cost did not exceed 95 percent of the constructive cost:

PCS from Rockville, MD to Atlanta, GA - Member with 10,000 pounds of HHG

| | |
|--|-------------|
| Professional Movers Government Rate Tender (GRT) | \$13,349.55 |
| Lowest Discount Rate with VI greater than or equal to 100 | 40% |
| Shipping costs after discounted rate applied - Constructed costs | \$ 5,339.82 |
| 95 percent of Discounted Rate (.95 x \$5,339.82) = | \$ 5,072.83 |
| Cost of PPT move (expenses incurred by officer) = | \$ 2,223.50 |
| PPT payment to officer = | \$ 5,072.83 |
| PPT incentive earned by officer = | \$ 2,849.33 |

(2) PPT cost exceeds 95 percent of constructive costs, but did not exceed 100 percent of the constructive cost:

PCS from Phoenix, AZ to Shiprock, NM - Member with 1,250 pounds of HHG

| | |
|--|-------------|
| Professional Movers Government Rate Tender (GRT) | \$ 3,320.36 |
| Lowest Discount Rate with VI greater than or equal to 100 | 42% |
| Shipping costs after discounted rate applied - Constructed costs | \$ 1,394.55 |
| 95 percent of Discounted Rate (.95 x \$1,394.55) = | \$ 1,324.82 |
| Cost of PPT move (expenses incurred by officer) = | \$ 1,356.00 |
| Actual expense payment to officer = | \$ 1,356.00 |
| Incentive earned = | NONE |

(3) PPT cost exceeds 100 percent of the constructive cost:

PCS from Sells, AZ to Phoenix, AZ - Member with 1,500 pounds of HHG

| | |
|--|-------------|
| Professional Movers Government Rate Tender (GRT) | \$ 2,518.24 |
| Lowest Discount Rate with VI greater than or equal to 100 | 42% |
| Shipping costs after discounted rate applied - Constructed costs | \$ 1,057.66 |
| 95 percent of Discounted Rate (.95 x \$1,057.66) = | \$ 1,004.78 |
| Cost of PPT move (expenses incurred by officer) = | \$ 1,212.00 |
| Actual expense payment to officer = | \$ 1,057.66 |
| Incentive earned = | NONE |
| Net (excess) cost to officer = | \$ 154.34 |

NOTE: The examples above are for officers assigned/detailed to non-Department of Defense (DoD) or Coast Guard (CG) agencies. Officers assigned/detailed to DoD or CG will utilize the appropriate calculating method for that agency.

NOTE: Van carriers that ship HHG for the Government through the GSA system have established a minimum shipment weight of 1,000 pounds. If you perform a PPT, and physically ship less than the minimum weight, the 1,000 pound minimum will be pro-rated in increments of 100 pounds. Your reimbursement will be based on the actual weight you ship, and the reimbursement amount will be based on the next highest 100 pounds. Example: You ship 150 pounds. Your reimbursement will be based on the pro-rated 200 pound amount and that amount of weight will be subtracted from your total authorized weight allowance.

OPERATING ALLOWANCE (U5385)

General

No advance payment for movement of HHG is authorized for PHS Commissioned Corps officers in accordance with JFTR paragraph U5385.

Documentation is required to be submitted by the officer to the Paying Finance Office in a reasonable amount of time after the HHG have been shipped.

Officers are required to submit the following documentation:

1. Rental Vehicles
 - a. original of form PHS-4013-1 with Shipping Officer's notation of the 95 percent incentive;
 - b. two copies of officer's PCS personnel order;
 - c. certified weight tickets/certificates;
 - d. copy of inventory;
 - e. copy of GBL, VGBL, or TSON for mobile home shipment, if applicable; and
 - f. original customer's copy of the GBL, VGBL, TSON, or invoice indicating the carrier's name and Interstate Commerce Commission, State, or local registration number.

2. Combined PPT Rental Vehicle and POV

If an officer is using a combination of a rental vehicle and a POV, weight certificates for all vehicles must be submitted together and should be cross referenced.

3. Current Mailing Address

The officer must have a current mailing address and furnish it at the time of counseling. **NOTE:** The officer's new PDS address is sufficient.

WEIGHT DETERMINATION (U5320-D)

Weight Tickets

The officer must be advised that legible weight tickets are mandatory for payment of the incentive since they are the sole basis for entitlement.

Two certified weight tickets must be obtained.

One weight must indicate the tare (empty) weight of the vehicle (truck/trailer/POV).

The second must indicate the gross (loaded) weight of the same vehicle after the permitted property has been loaded.

The need for weight tickets applies to POVs, rental trucks, trailers, and commercial carrier vans when executing a You Load/They Drive move, or utilization of a contract moving company. Shipping Officers should emphasize to the officer to specifically request weight tickets when using You Load/They Drive move carriers since these carriers normally do not furnish weight tickets to commercial customers. Obtaining a single weight ticket showing the individual gross and tare weight is acceptable.

For intra-city moves involving several trips using the same vehicle, only one tare weight ticket is necessary, but separate gross weight tickets are required for each load. Certified weight tickets are to be obtained from government, commercial, or public scales.

Weight Ticket Identification

To ensure proper identification of the weight tickets and subsequent payment of the officer's incentive allowance, it is essential that the following information be included on each weight ticket obtained:

1. Imprint or official stamp with name and location where obtained;
2. Signature and title of official certifying the weighing;
3. Legible imprint of the weight and date recorded;
4. Officer's name, rank, and social security number; and
5. Identification of vehicle weighed. **NOTE:** Officers should be advised to retain a copy of the weight tickets for their records.

Method of Weighing

Weight tickets will be obtained as follows:

1. Truck and POV. Driver and passenger must be out of the vehicle and gas tank must be full on both weighings. The officer should make every effort to weigh the entire vehicle at one time, either on a large platform scale or on two or more smaller scales. **NOTE:** Any POV in tow must be disconnected prior to weighing!
2. Trailer. Drivers and passengers must be out of the towing vehicle. Rear seats, trunk, and car top carriers must be empty and gas tank must be full at each weighing. Towing vehicle and trailer must be weighed as a complete unit at one time on a large platform scale or on two or more smaller scales.
3. Axle weights are acceptable.

Submission of Weight Tickets

Weight tickets must be submitted in accordance with the section titled "Documentation and Time Limit for Submission of Documents" in this pamphlet.

Document Preparation

Standard Form 1012, "Travel Voucher," must be prepared by the officer and used for all claims for monetary payments for movement of HHG. The Shipping Officer will make all necessary entries on form PHS-4013-1.

Officers Must Have Authorizing Shipping Officer's Address

Officers must ensure that they have the authorizing Shipping Officer's address in order to return the required documentation to the Shipping Officer.

STORAGE

Temporary storage incident to a PPT is permitted at Government expense. However, the monetary incentive will be based on line haul costs only and will not include an incentive payment for the storage portion of the move.

The officer should have a residence available for delivery of the goods at the destination within the period specified for the move. The Shipping Officer should encourage a conventional move if the officer knows prior to shipment that storage will be required. However, if the officer desires to execute a PPT move, the officer must coordinate storage arrangements with the Shipping Officer prior to departing the old PDS. Temporary

storage is authorized for 90 days. The Shipping Officer will designate Storage-In-Transit warehouses or mini-storage warehouses for storage.

If the storage warehouse person will not accept a purchase order, the officer should contact the originating Shipping Officer and obtain guidance for reimbursement for personally procured storage. In this instance, Standard Form 1012, supported by a receipt(s), must be forwarded to the Shipping Officer for approval prior to submission of the claim by the officer.

In many instances, it may be cost favorable to use holding time for the rental vehicle rather than place the property in a commercial facility. If applicable, the Shipping Officer will make this determination.

INSURANCE

Insurance coverage for vehicle failure is furnished by the contractor. Product failure insurance is also provided for trailers. Officers planning to use trailers should be counseled to check their automobile insurance policies for coverage when pulling a trailer. Some automobile insurers extend coverage while pulling a trailer, others may not.

An officer who is involved in an accident while using the PPT program should immediately notify the contractor. Liability in such cases is determined by the laws of the State in which the accident occurs, and the officer may be held personally responsible if inadequate insurance coverage to satisfy all damage and third party claims or lawsuits resulting from an accident is not held. Additional insurance, if required, must be procured by the officer and is not reimbursable by the Government.

Additionally, if an officer is involved in an accident while driving a rental vehicle, the amount of the deductible may be required to be paid by the officer. The amount of the deductible is not reimbursable by the Government. Officers should be counseled to consider purchasing insurance deductible waivers (at personal expense) from the rental company and to review personal automobile insurance policies for coverage.

LOSS AND DAMAGE TO HOUSEHOLD GOODS

Officers should be advised that when exercising a PPT move, the officer may not submit claims for damages to the U.S. Government. In the event of damages sustained when HHG were packed and hauled by direct hire or rental of a conveyance (with or without operator) and /or hire of an operator of a conveyance, the officer must file claims with his/her private HHG insurer or the carrier used to transport the HHG.

DOCUMENTATION AND TIME LIMIT FOR SUBMISSION OF DOCUMENTS

Documentation

All documentation for the monetary incentive must be submitted to the officer's new/gaining Agency/OPDIV/Program finance office. The officer must be advised to retain copies of all documents submitted. If officers are using a combination of rental vehicle and a POV, documentation required for each must be submitted together and should be cross-referenced.

Payments Must be Electronically Directly-Deposited to a Financial Institution

All Government payments must be electronically directly-deposited to an account at a financial institution. Officers who have not designated a financial institution for deposit of their Government payments must complete Standard Form 1199A, "Direct Deposit Sign-Up Form." Officers should contact their Agency/OPDIV/Program finance office for further information.

Submission of the Documentation

During the counseling session, the officer must obtain the authorizing Shipping Officer's address to facilitate submission of the appropriate documentation. The Shipping Officer will make the necessary notations on form PHS-4013-1 and return it to the officer which will then be forwarded, along with Standard Form 1012, to the officer's Agency/OPDIV/Program finance office.

Time Limit for Submission of Documentation to Agency/OPDIV/Program Finance Office

The officer will be counseled that the required documentation must be submitted to his/her Agency/OPDIV/Program finance office within a reasonable amount of time after reporting to the new duty station. The officer is reminded that the allowances authorized for the movement of HHG are good for as long as the personnel orders are in effect, but long delays in requesting reimbursement will make it necessary for the officer to justify why the delay took place and how the expenses being requested relate to the PCS.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (PRO GEAR)

Eligibility

Any officer who is entitled to ship professional books, papers, and equipment (PBP&E)/Pro gear at Government expense, may also use the PPT program method for the movement of the PBP&E. The PBP&E must be packed and weighed separately. The weight of the PBP&E will not be charged against the officer's authorized weight allowance. If an officer is making a GBL move and a PPT move, the most prudent way of shipping the PBP&E would be by GBL. If the officer uses the PPT move portion of the move for PBP&E due to immediate need upon arrival at the new duty station, the officer must have it weighed in order to receive proper credit.

Annotation of Form PHS-4013-1

The officer must certify that the PBP&E declared on form PHS-4013-1 is necessary for use in performing official duties and will annotate the item with the actual weight of the PBP&E and initial the appropriate block.

Weight Tickets

The weight must be obtained using a public scale. Weight tickets must clearly show "PBP&E" when application is prepared. PBP&E may not be declared after the fact in instances of excess costs due to overweight.

Incentive Computation

Computations of incentive involving PPT with PBP&E will be as follows:

1. When the total weight of HHG and PBP&E does not exceed the officer's authorized weight allowance, the incentive will be computed on the total weight moved including the weight of PBP&E.
2. When the total weight of the HHG and PBP&E exceed the officer's weight allowance, the weight of the PBP&E will be deducted from the total. If this total still exceeds the authorized weight allowance, the incentive computation will be made on the officer's maximum weight allowance.

3. If the PPT costs exceed the constructive costs, the weight of the PBP&E will be deducted before computing the charge to the officer.

PROGRAM SUMMARY INFORMATION

ENTITLEMENTS:

- Participation in the PPT program is voluntary.
- An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or nontemporary storage of HHG. Reimbursement claims should be prepared and submitted in accordance with the regulations as outlined within this pamphlet.
- Upon receipt of PCS orders, the officer electing to perform a PPT move must notify the appropriate Shipping Officer of his/her intent.
- The officer must obtain from either the Shipping Officer or from the MIS Web site – <http://dcp.psc.gov> – form PHS-4013-1, "Application for Shipment of Household Goods (Commissioned Officers)."
- Officers requiring temporary storage at the new PDS location must coordinate storage arrangements with the Shipping Officer prior to departure from the old PDS.
- The Government's cost limit is linked to the member's maximum HHG weight allowance, i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance. (See JFTR paragraph U5385.)

NOTE 1: Members who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc.

NOTE 2: In addition, the Government will not accept claims for damages to HHG transported under the PPT program.

PROGRAM INFORMATION

1. Government-procured HHG Transportation and/or Nontemporary Storage Not Available

A member who personally arranges for transportation or nontemporary storage is entitled to reimbursement of the actual cost when:

- a. a shipping or transportation officer is not available, or
- b. the member is instructed by the shipping or transportation officer to transport HHG or place them in nontemporary storage at personal expense. (See JFTR - Transportation of HHG in Appendix A and Nontemporary Storage in paragraph U5380.)

The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in the JFTR, paragraph U5340-E are not included as part of the actual cost.

2. Government-procured HHG Transportation and/or Nontemporary Storage Available

A member who personally arranges for transportation or nontemporary storage is entitled to:

- a. reimbursement of the actual cost not to exceed the Government's constructed transportation and/or nontemporary storage cost, or
- b. payment of a monetary allowance equal to 95 percent of the Government's constructed cost when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or nontemporary storage at personal expense.

3. Establishing HHG Weight

The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

- a. When Weight Certificates are Unobtainable.

Through the Secretarial Process (Director, OCCO), use of constructive weight may be authorized/ approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) A public scale or a Government scale was not available.
- (2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.
- (3) The constructed weights in JFTR paragraph U5335-D are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final settlement

Claims

Reimbursement of actual expenses **requires submission of certified weight certificate(s)** or an acceptable constructive HHG weight (of actual weight transported) approved by the Shipping Officer, and a copy of the officers PCS orders.

NOTE: When Government-procured HHG transportation and/or nontemporary storage is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the member.

Payment

Personally-procured monetary allowance claims are paid by the officer's Agency/OPDIV/Program finance office. The finance office will make payment upon receiving form PHS-4013-1 with the gaining Shipping Officer's notation identifying the amount the officer will be paid.

5. Impact on other PCS Entitlements

Service member and/or dependents traveling to their destination in the rental vehicle or POV used for a self-procured move are authorized both an HHG monetary allowance and PCS allowances. PCS entitlements are not part of the HHG monetary allowance program and are processed separately.

**PPT MOVES IN CONNECTION WITH
MOBILE HOME SHIPMENTS (U5320-D and U5330-F5)**

General

Articles of HHG which would otherwise be permitted for shipment at Government expense and which must be removed from a mobile home to meet safety requirements may be moved by the PPT method. Only those items of HHG which are required to be removed from the mobile home to meet safety requirements may be moved separately. Such items include, but are not limited to, outdoor television antennas, air conditioners, skirts, awning, heavy appliances, and heavy items of furniture. Items not permitted are: concrete blocks, other blocking material, outdoor furniture, outdoor lights, storage sheds, and any other decorative material not affixed to or contained inside the mobile home.

Documentation

Applications (form PHS- 4013-1) for both the PPT move and the mobile home move will be cross-referenced and annotated in the remarks.

Computation

The PPT move costs (contractor costs and incentive payments) will be deducted from the officer's maximum allowance for mobile home movement. While the PPT move would be handled as any other PPT, the entire PPT costs will be annotated in the officer's file and deducted from the maximum dollar amount subsequently computed by the finance office for payment of the mobile home movement. If the actual mobile home costs exceed this maximum allowance, the officer will be charged all excess costs.

Worksheet for Combined Mobile Home/PPT

| | |
|---|----------|
| Total mobile home allowance pounds x \$ per cwt (use line haul rates) = | \$ _____ |
| Less total PPT costs = | \$ _____ |
| Total = | \$ _____ |
| Maximum allowed costs (weight allowance time line haul rates) = | \$ _____ |
| Difference = | \$ _____ |

The officer must pay any excess costs. If the total PPT costs and mobile home movement costs do not exceed the allowed cost, the officer may be paid an incentive for the PPT portion using the normal PPT computation formula.

PPT MOVES INVOLVING BOATS MOVED AS HOUSEHOLD GOODS (U5310-F)

Collection of Excess Costs (U5320-D)

All charges in excess of the constructive cost of the PPT move will be noted by the Shipping Officer on form PHS-4013-1 and collected by the finance office for officers in a pay status. Pay account checkage or other collection action will be noted by the Shipping Officer and collection taken by the finance officer when the officer fails to submit (including weight tickets) a completed claim and all paperwork within 15 days of vehicle pickup or scheduled pickup.

PPT MOVES FROM REMOTE LOCATION/OTHER AREAS OF RESPONSIBILITY

An officer who wishes to execute a PPT move in a remote location, or in another Shipping Officer's area of responsibility, or request a move from other than from the old or to the new duty station, will be counseled by the Shipping Officer as in any other PPT move. The officer will arrange for the rental equipment, complete the required documentation, get the required weight tickets, and after completing the move, forward all documentation to the authorizing Shipping Officer for clearance.

SAMPLES OF FORMS

PHS-4013-1, "Application for Shipment of Household Goods (Commissioned Officers)"

http://dcp.psc.gov/PDF_docs/4013-1.pdf

SAMPLES OF FORMS

DD Form 2278, "Application for Do-it-Yourself Move and Counseling Checklist"

<http://www.dior.whs.mil/forms/DD2278.pdf>

SAMPLES OF FORMS

Standard Form 1012, "Travel Voucher"

http://dcp.psc.gov/PDF_docs/sf1012.pdf

ACRONYMS

| | |
|----------|---|
| CCPM | Commissioned Corps Personnel Manual |
| CG | Coast Guard |
| CONUS | Continental U.S. |
| DTOD | Defense Table of Official Distance |
| DoD | Department of Defense |
| DPM | Direct Procurement Method |
| GBL | Government Bill of Lading |
| GRT | Professional Movers Government Rate Tender |
| HHG | Household Goods |
| HHS | Department of Health and Human Services |
| HOR | Home of Record |
| JFTR | Joint Federal Travel Regulations |
| MALT | Monetary Allowance in Lieu of Transportation |
| MCE Act | Military Personnel and Civilian Employees' Claims Act |
| M & S | Marred and Scratched |
| MTMC | Military Traffic Management Command |
| OCCO | Office of Commissioned Corps Operations |
| OCCSS | Office of Commissioned Corp Support Services |
| OCONUS | Outside the Continental U.S. |
| OPDIV | Operating Division |
| PBP&E | Professional Books, Papers, and Equipment |
| PCS | Permanent Change of Station |
| PHS | Public Health Service |
| POV | Privately Owned Vehicle |
| PPT | Personally Procured Transportation |
| Pro Gear | Professional Books, Papers, and Equipment |
| RAB | Recruitment and Assignment Branch |
| SOFA | Status of Force Agreement |
| TAD | Temporary Additional Duty |
| TDY | Temporary Duty |
| TSON | Transportation Service Order Number |
| VGBL | Virtual Government Bill of Lading |

LIST OF FORMS

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| DD-2278 | DD Form 2278, "Application for Do-it-Yourself Move and Counseling Checklist" |
| HHS-481 | "Employee Claim for Loss or Damage to Personal Property" |
| PHS-1373 | "Separation of Commissioned Officer" |
| PHS-1662 | "Request for Personnel Action – Commissioned Officer" |
| PHS-1672 | "Authorization for Storage of Household Goods, Temporary-Nontemporary" |
| PHS-2988 | "Voucher for Reimbursement for Travel (Dependents of PHS Commissioned Officers)" |
| PHS-4013-1 | "Application for Shipment of Household Goods (Commissioned Officers)" |
| PHS-4795 | "Application for Shipment of Motor Vehicles" |
| Standard Form 1012 | "Travel Voucher" |
| Standard Form 1199A | "Direct Deposit Sign-Up Form" |
| Standard Form 1203 | "U.S. Government Bill of Lading - Privately Owned Personal Property" |