

## Applying to Ship or Store Household Goods

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**Who this is for** This information applies to military members and Civil Service employees in the Hawaiian Islands in receipt of the following orders:

- Permanent Change of Station (PCS)
  - retirement
  - separation
  - Early Return of Dependent (ERD) authorization
  - local move authorization, or
  - Civil Service.
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**Purpose** This describes how to apply to Integrated Support Command (ISC) Honolulu to ship or store Household Goods (HHG).

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**Process for Oahu** This is the process for Oahu personnel to apply to ship or store HHGs.

Stage	Description
1	Phone ISC Honolulu(pst) to schedule an appointment for HHG counseling.
2	Attend counseling and bring: <ul style="list-style-type: none"> <li>• copy of orders (CG-5131), or Retirement letter</li> <li>• HHG pack-out dates, and</li> <li>• date vacating quarters.</li> </ul> <p><u>Note:</u> HHGs counseling and pack-out dates should be made at least 45 days prior to requested pack-out dates. Date vacating quarters is only needed if assigned to Coast Guard owned or leased housing.</p>
3	ISC Honolulu(pst) will complete HHG package and have member sign.

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## Applying to Ship or Store Household Goods, Continued

**Process for other Hawaiian Islands**

This is the process for other Hawaiian Islands to apply to ship or store HHGs.

Stage	Description
1	<p>Make one (1) copy of each of the following:</p> <ul style="list-style-type: none"> <li>• ISC Honolulu form HHG-001</li> <li>• ISC Honolulu form HHG-002</li> <li>• ISC Honolulu form HHG-003</li> <li>• Plant Protection and Quarantine form PPQ 205, and</li> <li>• ISC Honolulu form HSG-004.</li> </ul> <p><u>Note:</u> Forms are included in the enclosures following this topic. Some forms may have two (2) pages.</p>
2	<p>Read and sign form HHG-001.</p>
3	<p>Complete and attach the following to form HHG-002:</p> <ul style="list-style-type: none"> <li>• copy of orders, or Retirement orders</li> </ul> <p><u>Note:</u> If applicable attach a copy of motorcycle registration, title or leinholders release.</p>
4	<p>Read and sign PPQ form 205.</p>
5	<p>Have supervisor review and sign form HHG-002 approving shipment date(s).</p>
6	<p>Mail completed package to ISC Honolulu(pst) at least 45 days prior to pack-out dates.</p>
7	<p>ISC Honolulu(pst) will fax shipping documents to member for signature.</p>
8	<p>Member signs and faxes shipping documents back to ISC Honolulu(pst).</p>

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## Applying to Ship or Store Household Goods, Continued

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### Additional information

Additional information is available in:

- Joint Federal Travel Regulations (JFTR), Chapter 5, Part D
  - CG Personal Property Transportation Manual, COMDTINST M4050.6
  - It's Your Move pamphlet COMDTPUB P4050.5
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### Enclosures

Enclosures are provided at the end of this topic to assist you.

- (1) ISC Honolulu form HHG-001
  - (2) ISC Honolulu form HHG-002
  - (3) ISC Honolulu form HHG-003
  - (4) Shipper's declaration, Department of U.S. Agriculture PPQ form 205
  - (5) ISC Honolulu form HSG-004
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### Results and follow-up

You should receive a phone call from your scheduled moving company at least 15 days prior to your scheduled pack-out dates. If you are not contacted, call the numbers below for guidance.

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### Point of contact

If you have any questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (pst)
Position	Transportation representative
Phone	808-541-1501/02/03/11
Fax	808-541-1515