

SHIPMENT OF PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT

(EUSA SUPPL 1 TO AR 55-71)

DATE:

DATA REQUIRED BY THE PRIVACY ACT OF 1974**AUTHORITY:** 37 USC 253(c) and EO 9397.**PRINCIPAL PURPOSE(S):** To identify professional books, papers, and equipment (PBP&E) and provide authority to substantiate expenditure of Government funds.**ROUTINE USES:** Accomplished by any member who submits application of PBP&E incident to an ordered change of duty station.**DISCLOSURE IS VOLUNTARY:** Failure to complete the request may result in the failure of the member to get credit for the shipment of PBP&E at Government expense. Disclosure of the SOCIAL SECURITY NUMBER is voluntary.**PART I - APPLICANT INFORMATION**

NAME (Last, First, Middle Initial):

GRADE:

SSN:

JOB TITLE:

MOS:

PART II - LIST**INSTRUCTIONS:** See the reverse of this form for information regarding items authorized/prohibited from shipment as professional books, papers and equipment (JTR, Volume I, Appendix J. List by major category. For example: CARTON (CTN) ELECTRONIC: CTN REFERENCE MATERIAL; CTN TRANSMITTER (MARS.)

	ARTICLE	ESTIMATED WEIGHT		ARTICLE	ESTIMATED WEIGHT
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8			16		

I UNDERSTAND:

(1) It is my responsibility to separate the property listed above and insure that the packer/carrier packs, records on inventory, and weighs these items separately from the remainder of the property, and records the gross weight on the packer/carrier inventory.

(2) The property must be identified on the packer/carrier inventory with the legend (PRO GEAR, PBP&E, or PROFESSIONAL.)

(3) My failure or my agent's failure to insure that the packer/carrier properly identifies, inventories, weighs, and records such weights on the inventory may negate any rebuttal I may submit later to credit me with the weight of the items if excess costs are involved for this or any other shipment associated with this change of station.

(4) No items may be considered for addition to the list of PBP&E after the shipment departs the origin pickup point.

(5) I certify that the professional books, papers, and equipment are or were necessary in the performance of my official duties.

MARS CERTIFICATION

TOTAL ESTIMATED WEIGHT:

DATE:

YES

NO

NOT APPLICABLE

TYPE/PRINT NAME OF APPLICANT:

SIGNATURE:

PART III - PERSONAL PROPERTY SHIPPING OFFICE ACTION

APPROVED

DATE:

TYPED NAME OF TRANSPORTATION OFFICER:

SIGNATURE:

DISAPPROVED

DATE:

VERIFIED BY: TRANSPORTATION OFFICERS REPRESENTATIVE.

REMARKS:

1. The term "professional books, papers, and equipment" includes:
 - a. SQT related reference manuals and regulations, pamphlets, text books, etc.
 - b. Instruments, tools, and equipment peculiar to technicians, mechanics and members of the professions.
 - c. Specialized clothing such as diving suits, astronauts suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not considered to be normal or usual uniform or clothing.
 - d. Communication equipment used by members in association with the Military Affiliate Radio System (MARS).
 - e. Individually owned or specially issued field clothing and equipment.
 - f. Certificates, pictures, plaques, or awards received by a member in recognition of his or her official duties, service, or accomplishments.
2. The term "professional books, papers, and equipment" does NOT include:
 - a. Sports equipment, stereo equipment, encyclopedias, or typewriters.
 - b. Office, household, or shop features or furniture (such as bookcases, study desks, file cabinets and racks) of any kind even though used in connection with the professional books, papers and equipment.

REMARKS (Continued):