

INFORMATION PAPER

12 October 2005

SUBJECT: SWING SPACE/BARRACKS TO BARRACKS AND BARRACKS TO OFF POST

1. **PURPOSE:** To provide information to Units/Government Offices that requires movement of soldiers from Barracks to Barracks when directed to move by local authority.
2. **REFERENCE:**
 - AR 210-50, Installations Housing Manager, Dated 3 October 05
 - PWBC Memo (Move plan for construction of Barracks)
3. **FACTS:** Services include being briefed by the Personal Property Office as to the entitlements and preparation for the DITY move. At that time they are giving instructions on how to perform a DITY move. The soldiers moving Barracks to Barracks will not be required to obtain weight tickets. They will be paid based on the constructed weight that is determined by filling out a weight estimator. The soldier that are moving from the barracks to off post must have their CNA's (Certificate of Non-Availability) and are required to obtain certified weight tickets. The soldier is paid 95% of what it would cost the government to relocate the property by a commercial carrier.

Unit POC should contact the Transportation Office, Outbound Personal Property as soon as it is known that a move is required.

Request for Swing Space Moves may be sent electronic to ppcig@conus.army.mil, subject: "SWING SPACE MOVE". Request should include the following information:

- Unit/Organization name
- Complete roster with Last Name; First Name; Social Security Number; d Building number and room number where the property is being moved from.
- PWBC Memo
- Requested briefing time, date, and location.
- Point of Contact; telephone number and email address

Upon receipt, the Transportation Office will contact the POC and confirm briefing time and dates.

At the time of briefing the Personal Property Counselor will review documentation for signature and other pertinent information. The files will then be left with the POC for the unit until the move has been completed to ensure payment is made for only those soldiers that actual performed the DITY move.

It is also the unit's responsibility to check off on the weight estimator that the soldier fills out to ensure that they have moved the items that are listed.

When moves are completed and the unit has reviewed the files they can be turned into the Outbound Personal Property Section for processing. The Personal Property Section will submit all DITY settlements to DFAS along with roster, and PWBC Memo with in five business days.

Transportation Division
Personal Property Branch
PH: 910-396-3505
Email: ppcig@conus.army.mil