

Change 1 (28 May 10)

ARMY PERSONALLY PROCURED TRANSPORTATION AND NON-TEMPORARY STORAGE EFFECTIVE 15 APRIL 2010

Section I Army Military Member

1. (U5320-D) Personally Procured Transportation and NTS – General.

a. Army supplemental policy. It must be used in conjunction with Joint Federal Travel Regulations, Volume (Vol.) 1 (JFTR), Joint Travel Regulations, Volume (Vol.) 2 (JTR) and DOD 4500.9-R, Defense Transportation Regulation (DTR), Part IV, <http://www.defensetravel.dod.mil/perdiem/trvlregs.html> and http://www.transcom.mil/j5/pt/dtr_part_iv.cfm. This policy will be incorporated into the Army HHG regulation.

b. 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 NTS of household goods (HHG). The Government's cost limit is based on the member's maximum authorized weight allowance in one lot between authorized locations at the Government's best value cost. Personally procured transportation and/or NTS may be in conjunction with a Government-arranged move. Refer to the Defense Personal Property Program (DP3) business rules, http://www.transcom.mil/j5/pt/dtr_part_iv.cfm. For HHG authorized locations for permanent change of station (PCS) and temporary duty (TDY) see the JFTR, pars. U5390 and U4780.

2. DD Form 2278 (Application for Do-It-Yourself Move and Counseling Checklist) and Letter of Non-availability.

a. The Personal Property Shipping Office/Personal Property Processing Office (PPSO/PPPO) must prepare and certify the DD Form 2278, letter of non-availability and letter for reimbursement. The PPSO/PPPO must check all personal property systems for the weight of all Government-arranged shipments and other PPMs under the same orders.

b. The PPSO/PPPO must certify the DD Form 2278 or letter of non-availability within 10 business days after receipt of the documents.

c. DD Form 2278 Closeout. Except for the following, the destination PPSO/PPPO must certify the DD Form 2278:

- (1) Letter of non-availability – origin PPSO/PPPO
- (2) Separatee/retiree – origin PPSO/PPPO
- (3) Member, next of kin or person eligible to receive the HHG under JFTR, par. U5372 – origin PPSO/PPPO

3. Personally Procured Transportation and/or NTS – Counseling

a. The PPSO/PPPO must provide members information on the move types, monetary allowances and advance payment of the operating allowance.

b. Advance Payments for Separatees and Retirees. An advance payment is not authorized after

separation.

c. The PPSO/PPPO must advise a member of his/her responsibility for excess cost (see JFTR, par. U5340).

d. The PPSO/PPPO must provide members the location of Government and commercial scales in the vicinity of the PPSO/PPPO.

e. The PPSO/PPPO must advise members that certified empty and loaded weight tickets are required.

f. The PPSO/PPPO must provide members information on the type of vehicles authorized for a personally procured move (PPM).

g. The PPSO/PPPO must advise members concerning the documentation requirements to personally procure the transportation of alcoholic beverages.

h. The PPSO/PPPO must advise members concerning the use of foreign flag carriers.

i. The PPSO/PPPO must advise members what documents are required to certify the PPM and where to submit the documents.

j. The PPSO/PPPO must advise members to retain a copy of all documents for his/her records.

4. Types of Vehicles.

a. A member may use a direct hire or rental of a conveyance (with or without operator).

b. There are no restrictions on the type of privately owned vehicle (POV) and privately owned conveyance (POC) used to transport the HHG. The member must provide the PPSO/PPPO a copy of the POV/POC title or registration. The PPSO/PPPO may authorize the use of a borrowed POV when the member provides a letter from the owner authorizing the member to use to the POV. An advance operating allowance is not authorized when a POV or POC is used to move the HHG.

c. Government owned or Government leased vehicle. The use of a Government owned or Government leased vehicle is not authorized.

5. Insurance and Loss and Damage Claims. The member is responsible for obtaining insurance for the rental vehicle, privately owned vehicle, TSP and small package services for loss and damage. The insurance cost is not reimbursable. It is highly recommended that the member contact the U.S. Army Claims Service for information concerning loss and damage due to accidents, fire and theft for personally procured moves.

6. Commercial Storage Facilities. A Commercial storage facility is storage facility in which anyone may store personal property. Private residences and garages are not commercial storage facilities.

7. (U5310-C, U5335-E and Appendix A) Professional Books, Papers and Equipment (PBP&E).

a. The member must provide a detailed list of member PBP&E and spouse PBP&E to the PPSO/PPPO at the time of counseling. The PPSO/PPPO must review the list to ensure the items

qualify as member and/or spouse PBP&E (See JFTR, Appendix A). The PPSO/PPPO must retain a copy of the PBP&E list and provide the member a copy as an attachment to the DD Form 2278.

b. Spouse PBP&E is limited to 500 pounds.

c. PBP&E is calculated using 40 pounds per cubic foot. The weight estimator on the www.move.mil website may be used.

d. The estimated Government constructed cost (GCC) includes the weight of PBP&E. The weight of PBP&E is deducted from the member's authorized weight allowance.

e. Military Affiliate Radio Station (MARS). A member must provide a statement from the Command Director or Area Coordinator certifying the member's participation in the Army MARS Program. (See AR 25-6, par. 4-7c for additional information.)

f. Army Band members must provide a statement from the Band Commander certifying the PBP&E is necessary for the performance of official duties at the next duty station. The Band Commander must also certify the estimated number of tapes, compact disks and other recording items as PBP&E.

g. A member in another specialty field such as medical must provide a statement from his/her commander certifying the PBP&E is necessary in the performance of official duties at the next duty station. This is specifically geared towards an inordinate amount of items such as books as PBP&E.

h. Uniforms. The Army dress blue and dress white uniforms are the only uniforms considered PBP&E unless the uniform is specialized clothing such as a diving suit, flying suit or other apparel not normal or usual uniform or clothing.

i. Inordinate Amount of PBP&E.

(1) The PPSO/PPPO must request a member to provide written justification and/or documentation for an inordinate amount of PBP&E.

(2) The PPSO/PPPO must submit the written justification, PBP&E list and a copy of the member's orders to the IMCOM region. The IMCOM region will review the PBP&E list, performance of the member's duties and determine if the weight is reasonable.

j. After-the-Fact PBP&E. The declaration of PBP&E after a PPM is certified is not authorized.

8. Car-top Carrier. Reimbursement or a monetary allowance is authorized for the weight of a personally owned car-top carrier and the HHG inside of the carrier. The weight of a rented or car-top carrier not owned by the member is not authorized.

9. Camper/Camper Shell. The weight of a camper or POV with a camper shell is not authorized. A camper and camper shell are not included in the JFTR definition of HHG. The weight of HHG placed in the camper or camper shell is authorized. This does not include HHG that are built into the camper or camper shell.

10. Utility Trailer. The weight of a utility trailer is authorized if it is in accordance with the definition in the JFTR, Appendix A and is owned by the member. The member must provide the PPSO/PPPO a copy of the registration or title for trailer. The weight of the utility trailer applies one time if it is used as a conveyance for multiple trips in connection with a move.

11. (U5320-D) Foreign Flag Carriers.

(a) The use of foreign flag carriers is not authorized except when a U.S. flag carrier does not provide transportation to a location. The member must request the transportation service provider (TSP) to determine and issue a declaration stating a U.S. flag carrier is not available to transport the HHG to meet the member's requested delivery date.

(b) When a U.S. flag carrier is not available, the member must advise the PPSO/PPPO. The PPSO/PPPO must submit a request for the use of a foreign flag carrier through the Installation Management Command (IMCOM) region channels to HQDA (DALO-FPT).

12. Voluntary Inter-modal Sealift Agreement (VISA). The use of VISA ship carriers is not required.

13. (U5320-D3) Establishing HHG Weight.

a. The PPSO/PPPO must emphasize that legible weight tickets are mandatory for member-transported HHG/NTS and TSP transported HHG/NTS. It is the member's responsibility to obtain the weight tickets and/or advise the TSP to provide weight tickets. Weight tickets must be obtained from certified Government, commercial or public scales. It is the member's responsibility to make arrangements to have the HHG weighed during the facility hours of operation and prior to holiday closings.

b. State operated weigh scales found along interstate highways are not necessarily certified scales and are generally not operated by a certified public weigh master.

c. Weight tickets must contain the following information: imprint of official stamp, address, telephone number, signature and title of the official certifying the weight, legible weight and date, identification of weight entries (i.e., tare, gross and net weights) member's name, last 5 of the member's social security number and identification of the vehicle being weighed.

d. A weight ticket may show both the gross and tare weight on one ticket. Axle scale weights are authorized unless restricted by local or state laws.

e. During the weighing for the empty weigh of the vehicle, the driver, passengers, packing and crating materials must not be in the vehicle and the gas tank must be full.

f. The PPSO/PPPO may authorize the use of constructed weights for moves between unaccompanied personnel housing and Government/privatized housing when certified scales are not located on the installation or within a reasonable distance in the vicinity of the installation. The use of constructed weights must be authorized by the PPSO/PPPO prior to the transportation/NTS of the HHG.

g. Constructed Weights. The member must complete a weight estimator located on the www.move.mil website. The PPSO/PPPO must review the weight estimator to ensure all of the items are HHG. The PPSO/PPPO must compare the constructed weight with the weight of the member's inbound shipment. When the weight estimator constructed weight is 1,000 pounds or more than the inbound shipment weight, the member must justify the weight increase. If the PPSO/PPPO disagrees with the justification, the IMCOM region will determine the reasonableness of the constructed weight claimed.

14. (U5330-A) Combining Weight Allowances when Husband and Wife are Both Members.

The authorized weight allowances may be combined for personally procured HHG transportation and/or NTS. The PPSO/PPPO prepares a DD Form 2278 for each member. Each member is authorized half of the advance operating allowance and half of the monetary allowance.

15. (U5345-C1) PCS with TDY En Route or While on TDY. The PPSO/PPPO must advise the member that a certified loaded weight tickets are required for each segment of the PCS with TDY en route. One certified weight ticket for the empty weight is authorized.

16. (U5330-I) Alcoholic Beverage Transportation.

a. Personally procured transportation and Government-arranged transportation of alcoholic beverages are not authorized unless the member provides a copy of the final destination state permit, paid invoice for the state taxes or a letter of exemption from the state Alcohol Beverage Control (ABC) Board at the time of counseling. It is the member's responsibility to obtain the state ABC Board documentation. Refer the member to http://ttb.gov/wine/control_board.shtml for individual state ABC Board requirements and additional information. The PPSO/PPPO must retain a copy of the state ABC Board documentation or nonforeign/foreign country email/correspondence and attach a copy to the member's copy of the DD Form 2278.

b. The PPSO/PPPO must annotate the DD Form 2278 with "alcoholic beverages", the final destination state or country, date of the state or permit, permit number, date of the letter of exemption from the state ABC board and date of the U.S. Embassy reply.

c. Special routing and services (i.e., special packing and crating) are not authorized.

d. Personally procured transportation of alcohol beverages as unaccompanied baggage and under temporary duty orders is not authorized.

e. NTS of alcoholic beverages is not authorized.

f. Shipments to the United States. The transportation of alcoholic beverages must conform to 27 USC §122. The shipment or transportation, in any manner or by any means from one state, territory or district of the United States or from any foreign country into any state, territory or district of the United States in violation of any law of the state, territory or district of the United States, is prohibited. The state laws for the transportation of alcoholic beverages vary.

g. Federal and state taxes and permit fees and duties from U.S. Customs are the member's responsibility and are not reimbursable. Alcoholic beverages may not be imported into the U.S. by mail, and U.S. Customs cannot release alcoholic beverages in violation of the laws of the state where it is entered. State laws vary from state to state and by county within a state.

h. Shipments to/from Nonforeign and Foreign Countries. The Personal Property Consignment Instruction Guide located at <https://tops.ppcigweb.sddc.army.mil/ppcig/menu/home/warning.do> provides some information on individual country alcoholic beverage import/export requirements.

i. When the import/export requirements are not specifically stated, the member must request information from the U.S. Embassy in the particular country and provide a copy of the reply to the PPSO/PPPO at the time of counseling. If the U.S. Embassy advises there are no restrictions, duties or tariffs for the shipment of alcoholic beverage into the country, personally transportation or shipment

with the Government-arranged transportation is authorized. The request for information must provide the Embassy the type of alcoholic beverage and the number of bottles.

17. (U5320-D) PPMs To/From OCONUS. The member is entirely responsible for all issues related to the status of forces agreement (SOFA), use of U.S. flag carriers, import/export processes, tariffs and customs. The associated costs are not reimbursable.

18. After-the-Fact PPMs.

a. Paid invoice available. When a member contracts transportation/NTS (vehicle, TSP, commercial storage facility) and failed to contact a PPSO/PPPO for counseling and a DD Form 2278 prior to making a PPM, the PPSO/PPPO may authorize an after-the-fact actual cost reimbursement not to exceed the GCC for the actual HHG weight transported not to exceed the member's maximum HHG weight. If the member does not have weight tickets, the member must complete a weight estimator. The member must provide a paid invoice for the rental vehicle or TSP. This guidance applies only to those cases in which the member has a paid receipt for personally procured contracted transportation and or NTS (i.e., rental truck, TSP transportation, commercial storage facility). The PPSO/PPPO must provide the member a DD Form 2278 or letter authorizing reimbursement.

b. Beyond the member's control. When a member was unable to obtain counseling, a DD Form 2278 and does not have paid receipts for contracted transportation/NTS (vehicle, TSP, commercial storage facility) for reasons beyond his/her control (i.e., family emergency, orders received less with less than 5 days to report to the new permanent duty station (PDS)), the PPSO/PPPO must submit the request to the IMCOM Region for approval. The exception to policy request must include documentation to justify/validate the specific reason that was beyond the member's control for not obtaining PPM counseling and a DD Form 2278. If the exception to policy is approved and the member does not have weight tickets, the member must complete a weight estimator. An actual cost reimbursement not to exceed the GCC for the actual HHG weight transported not to exceed the member's maximum HHG weight or a payment of a monetary allowance equal to 95 percent of the GCC for the actual HHG weight transported not to exceed the member's maximum weight allowance is authorized. The PPSO/PPPO must provide the member a DD Form 2278 or letter authorizing reimbursement.

c. Weight tickets only. When a member did not contact a PPSO/PPPO for counseling and a DD Form 2278 but has certified weight tickets for the transportation and/NTS of HHG, the member is authorized payment of a monetary allowance equal to 95 percent of the GCC for the actual HHG weight transported not to exceed the member's maximum weight allowance. The payment of accessorial charges is not authorized. The PPSO/PPPO must provide the member a DD Form 2278 or letter authorizing reimbursement.

d. After-the-fact PPMs for reasons outside of the parameters cited above. After thorough review by the PPSO/PPPO, the PPSO/PPPO may recommend to the member to submit an application to the Army Board for the Correction of Military Records, <http://arba.army.pentagon.mil/abcmr-overview.cfm>.

19. (U5320-D1) Government-procured HHG Transportation and/or NTS Not Available.

a. (U5390-A) A member may transport HHG between any locations. The Government's expense is limited to the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or legal heir's home, whichever results in the lesser cost to the Government. See the examples in JFTR, par. U5390-A

b. When a PPSO/PPPO is unable to arrange Government transportation and/or NTS, the PPSO/PPPO must instruct a member in writing to personally procure transportation and/or NTS. The member is authorized actual cost reimbursement not to exceed the member's maximum authorized HHG weight allowance.

c. Prior to advising a member to personally procure transportation and/or NTS, the transportation office must submit a request for authorization through IMCOM channels to HQDA (DALO-FPT). The request must provide the reason the transportation office cannot provide Government-arranged transportation, such as the member's availability dates and TSP refusals.

d. Upon approval by HQDA (DALO-FPT), the PPSO/PPPO must provide the member a letter of non-availability for actual cost reimbursement. A sample letter is at figure 1.

e. (U5375-B) Temporary storage.

(1) The PPSO/PPPO must advise a member that 90 days of storage-in-transit (SIT) is authorized. It is the member's responsibility to make the storage arrangements and pay the storage bill. When additional storage is required, the member must contact the PPSO/PPPO for an additional 90 days of storage. The PPSO/PPPO must use DD Form 1857, Temporary Commercial Storage at Government Expense, to document the storage request and approval. See par. 23 for additional information and guidance for temporary storage.

(2) (U5320-D2) Temporary storage is limited to an actual cost reimbursement not to exceed the Government's constructed cost for the actual weight stored.

f. (U5340-E) HHG Transportation with Special Routing or Services Provided. Special routing and services are not reimbursable.

g. (U5319) Funds Advance. When a member provides an estimated cost from the TSP, an advance monetary allowance equal to the estimate for the transportation/NTS of the member's HHG, not to exceed the authorized weight allowance, is authorized. The PPSO/PPPO must provide the member a copy of the letter of non-availability - advance operating allowance.

h. Certification.

(1) After completion of the PPM, the member must submit the following documents to the PPSO/PPPO that issued the letter of non-availability: paid TSP shipment and/or storage invoice and certified weight tickets

(2) The PPSO/PPPO must review the documents and issue a letter of non-availability - final settlement to certify the actual cost reimbursement. A sample letter is at figure 2.

20. (U5320-D2) Government-procured HHG Transportation and/or NTS Available.

a. (U5390-A) A member may transport HHG between any locations. The Government's expense is limited to the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or legal heir's home, whichever results in the lesser cost to the Government. See the examples in JFTR, par. U5390-A

b. (U5320-D2a) Actual cost reimbursement not to exceed the GCC cost.

(1) A member is authorized reimbursement of actual costs, not to exceed the GCC for the actual weight transported. The GCC includes all costs that would have incurred for a Government-arranged move.

(2) (U5320-D6) The payment of accessorial charges may be authorized when the charges would have been authorized during a Government-arranged move and all applicable tariff approved rules have been met. The accessorial charge is not included in the GCC computation. The accessorial charge is payable when the transportation/NTS costs plus the accessorial charge do not exceed the GCC for the actual HHG weight shipped not to exceed the member's maximum weight allowance.

(3) (U5319-2) Funds advance. A monetary allowance equal to the constructed expenses, not to exceed 100 percent of the GCC is authorized. The member must provide the PPSO/PPPO a copy of the written estimate.

c. (U5320-D2b) Payment of a monetary allowance equal to 95 percent of the GCC.

(1) A member is authorized payment of a monetary allowance equal to 95 percent of the GCC for the actual HHG weight transported not to exceed the member's maximum weight allowance. The payment of accessorial charges is not authorized.

(2) (U5319-3) Funds advance. A member is authorized an advance monetary allowance equal to 60 percent of the 95 percent GCC. The weight for the estimated GCC is provided by the member not to exceed the member's authorized weight allowance.

d. (U5320-D2c) Small Package Service.

(1) An actual cost reimbursement is authorized for small package service arrangements not to exceed the GCC for the actual weight transported. The GCC for domestic shipments is based on the 400NG for domestic shipments and the single rate factor for international shipments.

(2) The paid receipt must contain the name and location of the service/facility, date, shipment weight and shipment cost. The costs for insurance and tracking services are not authorized.

(3) A funds advance and payment of a monetary allowance are not authorized.

21. (U5320-D2d) Temporary Storage.

a. Temporary storage is in accordance with JFTR, par. U5375, for actual cost reimbursement not to exceed the GCC for the actual weight of the HHG stored.

b. The HHG must be stored in a commercial storage facility. When HHG are transported in POD storage units/containers, the units/containers must be stored in a commercial storage facility. Reimbursement or a monetary allowance are not authorized for HHG stored in a non-commercial storage facility (i.e., garage, basement of a private residence).

c. The PPSO/PPPO must advise a member that 90 days of storage-in-transit is authorized. It is the member's responsibility to make the storage arrangements and pay the storage bill. When additional storage is required, the member must contact the PPSO/PPPO for authorization for an additional 90 days of storage.

d. A member is reimbursed for the first day and each additional day of authorized/approved storage and warehouse handling in and handling out when included on the paid invoice.

e. A funds advance and payment of a monetary allowance are not authorized.

f. Certification. The member must submit orders and paid receipts for the monthly storage on a quarterly basis or after the expiration of the authorized storage to the PPSO/PPPO. The PPSO/PPPO must issue a certified DD Form 2278 or letter of reimbursement.

g. DD Form 1857 Temporary Commercial Storage at Government Expense.

(1) The PPSO/PPPO must use DD Form 1857, Temporary Commercial Storage at Government Expense, to document the storage request and to authorize/approve the request.

(2) The member and transportation office must complete DD Form 1857 (Temporary Commercial Storage at Government Expense). The following documents are required for DD Form 1857, Section II Member's Statement of Facts. The PPSO/PPPO must not authorize/approve a second 90 days of storage if the member does not provide the requested documents.

(a) Serious illness of the member. The member must provide a statement from his/her physician.

(b) Serious illness or death of a dependent. The member must provide a statement from his/her physician or a copy of the death certificate.

(c) Impending assignment to Government quarters or privatized housing. The member must provide a statement from the housing office that includes the estimated date quarters or privatized housing will be available.

(d) Directed TDY after arrival at PDS. The member must provide a copy of the TDY orders.

(e) Continued storage is not authorized in conjunction with orders in support of a contingency operation for married members except when authorized as an exception to policy. See Department of the Army Personnel Policy Guidance for Overseas Contingency Operations, <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp> .

(f) Non-availability of suitable civilian housing. The member must provide a statement from the housing office that suitable civilian housing is not available.

(g) Awaiting completion of residence under construction. Storage beyond 180 days is not authorized.

(h) Acts of God. For acts of God such as lightning striking the member's home and flood damage, the member must provide documentation to validate the incident (i.e, report from the police and/or fire department and insurance company.

(i) Other. The member must provide documentation to support the request. The PPSO/PPPO must submit the member's request, and supporting documentation through IMCOM Region channels to HQDA (DALO-FPT) for review and authorization/approval.

(j) Additional storage is not authorized/approved when a member elects to occupy private sector housing too small to accommodate all of the member's HHG.

h. (U5375-B3b) Additional storage under circumstances beyond the member's control. For continued storage beyond 180 days, the PPSO/PPPO must forward the member's orders, authorized/approved DD Form 1857s and the member's request with supporting documentation through IMCOM Region channels to HQDA (DALO-FPT) for authorization.

22. (U5380) Non-Temporary Storage.

a. (U5320-D1) Government-procured HHG transportation and/or NTS not available, see par. 19.

b. (U5320-D2) Government-procured HHG transportation and/or NTS available, see par. 20.

c. GCC. Use the lowest rates in the Tender of Service (i.e., packing, handling in, handling out, drayage in/out and storage) for the GCC.

d. The HHG must be stored in a commercial storage facility. Reimbursement or a monetary allowance are not authorized for HHG stored in a non-commercial storage facility (i.e., garage, basement of a private residence).

e. The PPSO/PPPO must receive authorization from HQDA (DALO-FPT) prior to issuing a letter of non-availability for NTS.

f. Funds Advance. An advance monetary allowance is authorized for the first month of storage. The member must provide an estimated invoice for the first month of storage.

g. Certification. The member must submit paid receipts for the monthly storage on a quarterly basis or after the expiration of the authorized storage to the PPSO/PPPO. The PPSO/PPPO must provide the member a certified DD Form 2278 or letter of reimbursement.

23. (4710-B, U4720) HHG Shipment and Storage Under a TDY Authorization Order.

a. The JFTR authorizes the transportation of HHG under TDY orders. The TDY weight allowances in JFTR, par. U4710-B apply.

b. A member may personally procure the transportation of the TDY weight allowance under the provisions of JFTR, par. U5320-D.

c. Contingency Operations. Members supporting contingency operations in an active duty status, TDY/temporary change of station status for more than 200 days, are authorized a TDY weight allowance, excluding members serving in designated hostile fire/imminent danger pay areas. OCONUS shipments must be processed through the PPSO/PPPO. The contingency orders must include a line of accounting (LOA) in the orders for the TDY shipment. Shipment is not authorized without a valid LOA. See Department of the Army Personnel Policy Guidance for Overseas Contingency Operations, <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>.

Section II Army Civilian Employee

24. (C5154) Basic Allowances. The total Government cost must not exceed the cost of transporting the employee's maximum HHG weight allowance in one lot by the method selected under C5160 from the employee's last PDS (or a new appointee's actual residence at the time of appointment) to the new PDS.

25. (C5154-C) PBP&E.

a. PBP&E are HHG and are part of the PCS weight allowance. When determined prior to transportation that PBP&E may cause excess weight, the HHG may be transported as an administrative expense. See JFTR, par. C5154-C3.

b. When PBP&E are authorized as an administrative expense:

(1) The transportation cost is not chargeable to travel and transportation expenses appropriations.

(2) Transportation must be by the actual expense method in CONUS.

(3) The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

(4) (C5170-D) A constructed weight of 40 pounds per cubic foot may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight.

c. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from the Government service provided the PBP&E were transported to the OCONUS location as an administrative expense.

d. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under JTR, pars. C5154-C2 and C3.

26. (C5160-C2) Transportation Methods - Personally Procured. The employee must make the arrangements for the HHG move, and pay for the move. Reimbursement is limited to actual expenses incurred by the employee, not to exceed the cost of a Government-arranged move for the same HHG weight. See JTR, par. C1101 for allowable travel advances.

27. (C5160-C3) GCC. The GCC in CONUS is the cost to procure Government-arranged transportation not to exceed the maximum weight allowance of 18,000 pounds. The OCONUS cost is constructed using the single rate factor. See USTRANSCOM website, Defense Personal Property Program (DP3) business rules at http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.

28. Actual Expense Method. The Government is responsible for arranging and paying for the transportation and storage of the HHG.

29. (C5160-F) Employee Responsibility.

- a. An employee who elects to personally arrange for HHG transportation is responsible for all issues related to the SOFA, use of U.S. carriers, import/export processes, tariffs, customs, etc. The associated costs are not reimbursable.
- b. Types of vehicles. See par. 4.
- c. Insurance and loss and damage claims. See par. 5.
- d. Commercial storage facilities. See par. 6.
- e. Car-Top Carrier and Camper Shell. See pars. 8 and 9.
- f. Utility trailer. See par. 10.
- g. Foreign Flag Carriers. See par. 11.
- h. VISA ship carriers. See par. 12.
- i. Establishing HHG weight. See par. 13.
- j. Alcoholic beverages. See par. 16.
- k. PBP&E. See definition in JTR, Appendix A.

30. (C5160-E) Split Shipment. If actual expense HHG transportation is authorized, an employee may ship HHG by Government-arranged and/pr personally procured move/transportation. The employee incurs excess cost if the combined shipments exceed the authorized weight allowance and the cost of Government-arranged transportation of the maximum HHG weight allowance in one lot between authorized places.

31. (C5167-C2c(2) Employee Returning for Separation.

- a. Transportation of HHG to any alternate destination is authorized but reimbursement for transporting the HHG from the OCONUS PDS and/or from NTS must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence in the employee's service agreement.
- b. When the employee retires at the OCONUS PDS, reimbursement for transporting the HHG in NTS is limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement.

**SAMPLE LETTER OF NON-AVAILABILITY
GOVERNMENT TRANSPORTATION AND/OR NTS NOT AVAILABLE
ADVANCE OPERATING ALLOWANCE**

Letterhead

MEMORANDUM FOR APPLICABLE FINANCE OFFICE

SUBJECT: Personally Procured Move – Government Transportation and/or non-temporary Storage (NTS) Not Available
Advance Operating Allowance

1. Under the provisions of the Joint Federal Travel Regulations, par. U5320-D1, the following member is authorized an advance operating allowance to personally procure the transportation and/or non-temporary storage of HHG for actual cost reimbursement:

- a. Member's name, rank, last four of social security number.
- b. Member's orders number and date of orders.
- c. Household goods (HHG) transportation authorized from ____ to ____ (JFTR, par. U5390-A).
- d. Member's maximum HHG weight allowance (JFTR, pars. U5310-B, U5315-B): ____
- e. Other shipments under the orders: origin/destination and estimated/actual weight; remaining weight allowance. If no other shipments, state none.

2. Estimated Cost:

- a. Estimated shipment/NTS weight: ____
- b. Estimated shipment/NTS cost: ____
(deduct special routing and services costs from the transportation service provider's (TSP) written estimate).
- c. Estimated cost for 90 days of storage-in-transit (SIT) (if requested): ____

3. Authorized Advance Operating Allowance (JFTR, par. U5319-1): ____

4. The member was provided the following information:

- a. The member is liable for excess cost associated with the shipment/NTS of excess weight.
- b. File claims for loss and damage directly with the carrier. Recommend carrier liability not less than \$4.00 times the net weight of the shipment/NTS.
- c. Advise the TSP that certified weight tickets are required.
- d. Storage-in-transit is authorized for 90 days. If an additional 90 days is required, contact this office.
- e. Retain a copy of all receipts. Your unreimbursed moving expenses are deductible in accordance with the Internal Revenue Service policies.
- f. Within 45 days after the HHG transportation/NTS, submit the following documents to (name, address, telephone number of PPSO/PPPO issuing the non-availability letter) for final settlement:

- (1) Paid TSP shipment and/or storage invoices
- (2) Certified weight tickets
- (3) Advance voucher

5. Certification of Estimated Cost for the Advance Operating Allowance:

- a. PPSO/PPPO printed name/email address/telephone number.
- b. Signature and date.

Transportation Officer's Signature Block
and Signature

FIGURE 1

FIGURE 2

**SAMPLE LETTER OF NON-AVAILABILITY
GOVERNMENT TRANSPORTATION AND/OR NTS NOT AVAILABLE
FINAL SETTLEMENT**

Letterhead

MEMORANDUM FOR APPLICABLE FINANCE OFFICE

SUBJECT: Personally Procured Move – Government Transportation and/or non-temporary Storage (NTS) Not Available
Final Settlement

1. Under the provisions of the Joint Federal Travel Regulations, par. U5320-D1, the following member was issued an advance operating allowance to personally procure the transportation and/or NTS of HHG:

- a. Member's name, rank, last four of social security number.
- b. Member's orders number and date of orders.
- c. Household goods (HHG) transportation authorized from ____ to ____ (JFTR, par. U5390-A).
- d. Member's maximum HHG weight allowance (JFTR, par. U5310).
- e. Other shipments under the orders: origin/destination and actual weight. If no other shipments, state none.
- f. Remaining weight allowance: ____

2. Actual shipment/NTS weight (weight tickets required): ____

3. Actual Cost (paid invoice required):

- a. Actual shipment/NTS cost: ____
(deduct special routing and services costs from the transportation service provider's paid invoice).
- b. Actual cost for ____ days of storage-in-transit (SIT): ____

4. Amount of Advance Operating Allowance Received: ____

5. Enclosed are the following documents:

- (1) Orders
- (2) Letter of non-availability for Advance Operating Allowance
- (3) HQDA, (DALO-FPT) Authorization to PPSO/PPPO to Issue the Letter of non-availability
- (4) Advance voucher

- (5) Paid TSP shipment and/or storage invoices
- (6) Certified weight tickets

6. Certification of Actual Cost:

- a. PPSO/PPPO printed name/email address/telephone number.
- b. Signature and date.

Transportation Officer's Signature Block
and Signature

FIGURE 2