



2004 Handbook For Graduating Cadets



**JOINT PERSONAL PROPERTY SHIPPING OFFICE
COLORADO SPRINGS
121 SOUTH TEJON ST., SUITE 800
COLORADO SPRINGS, CO 80903**

26 January 2004

MEMORANDUM FOR USAFA GRADUATING CLASS OF 2004

FROM: JPPSO-COS/CC

SUBJECT: Movement of Personal Property for Graduating Cadets

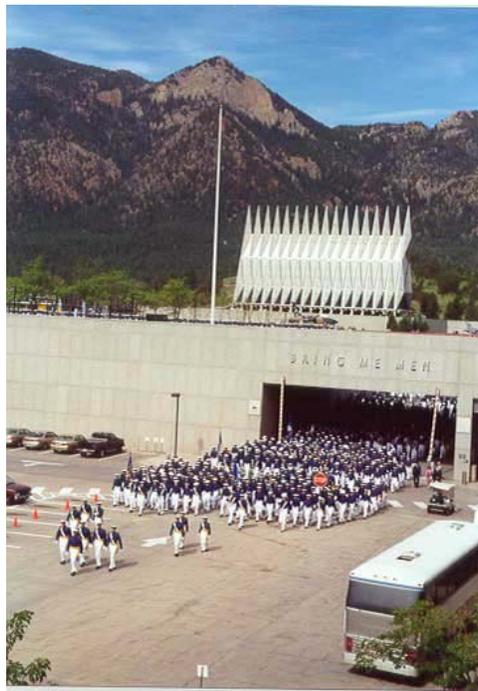
Congratulations on your upcoming graduation. One of your many important tasks is to prepare your personal property for movement. This guide explains your entitlements to ship personal property at government expense. Most hardships experienced during your move occur because of a lack of understanding of your basic Joint Federal Travel Regulation entitlements. Please read and familiarize yourself with the contents of this guide. You may direct questions to Mike Hickens at 333-3007. Congratulations again on your upcoming graduation. Dux Esto.

//Signed//

ANDREW P. WILHELM, Lt Col, USAF
Commander

TABLE OF CONTENTS

| | |
|---|----|
| <u>MEMORANDUM FOR GRADUATING CADETS</u> | 2 |
| A. <u>PROCEDURE FOR SHIPPING FROM THE DORM</u> | 4 |
| ▪ <u>TURN IN DATES, TIMES AND DESTINATIONS</u> | 4 |
| B. <u>GENERAL INFORMATION</u> | 5 |
| C. <u>ENTITLEMENTS / FREQUENTLY ASKED QUESTIONS</u> | 6 |
| D. <u>PERSONALLY PROCURED HHG'S</u> | 10 |
| ▪ <u>PERSONALLY PERFORMED MOVES</u> | 10 |
| ▪ <u>PERSONALLY ARRANGED MOVES</u> | 10 |
| ▪ <u>PERSONALLY PROCURED MOVES CLAIMS INFO</u> | 11 |
| E. <u>UNAUTHORIZED ARTICLES</u> | 12 |



**SECTION A - PROCEDURES FOR SHIPPING PROPERTY FROM THE
DORMITORY AREA
(VANDENBURG AND SIJAN HALL)**

- Boxes (three each) will be furnished to pack your unbreakable items (Cadet Supply will issue during the month of May)
- Pack dates are scheduled for 24-27 May 2004
- The moving contractor will have boxes available to pack all the other items you want to ship, i.e., TVs, stereos, etc.
- If you plan on doing a Personally Procured Move, call our office to make an appointment (333-3007) to fill out appropriate paperwork. The paperwork will allow you to be reimbursed at your next duty station. Boxes will not be furnished for these moves.
- Personal property Turn In - Dates, Times (by destinations)

24 May - 0700-1530 - AZ, CA, CO, ID, MT, NM, NV, OR, UT, WA, WY, and All Overseas

25 May - 0700-1530 - OK, TX, FL

26 May - 0700-1530 - CT, DE, IA, IL, IN, KS, MA, ME, MI, MN, MO, ND, NE, NH, NJ, NY, OH, PA, RI, SD, VT, WI

27 May - 0700-1530 - AL, AR, GA, KY, LA, MD, MS, NC, SC, TN, VA, WV

- All property will be turned in at:
Vandenberg Hall, Stairwell 1
Sijan Hall, Stairwell 2

**IMPORTANT:
PRINT (LEGIBLY) YOUR NAME AND DESTINATION ADDRESS ON THE END OF EACH CONTAINER AS ILLUSTRATED BELOW:**

2ND LT _____
(Insert your Name)

DESTINATION: _____
(City/State of Home of record or Name of next duty station)



SECTION B - GENERAL INFORMATION

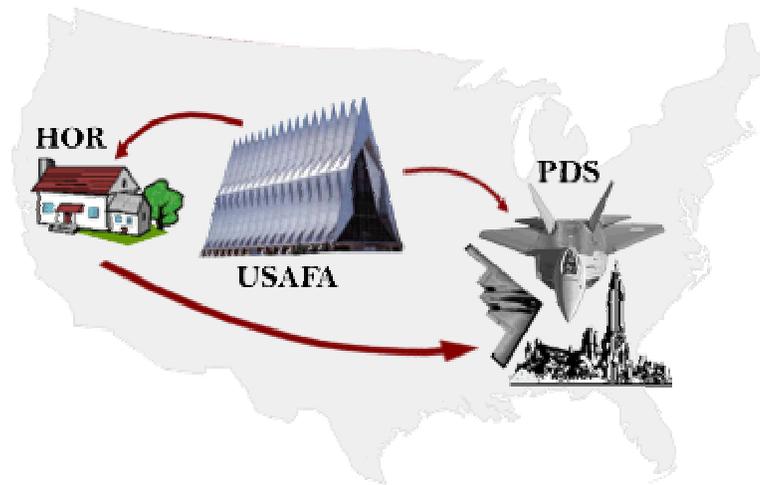
- 1. USAF Academy in a TDY status.** Does not constitute authority for shipment until PCS orders are received.
- 2. USAF Academy in a PCS status.** Authorized to have property shipped to this location from Home Of Record (HOR).
- 3. Permissive TDY.** No authority to ship your property to that location.
- 4. Locally assigned to Peterson AFB, Schriever AFB, or Cheyenne Mountain AFS.** Property may be shipped from the Academy to the local area; however, the property has to be delivered to an address the same day it is picked up. This is called a local move. No storage is authorized on local moves.
- 5. Downtown Pickups.** Property cannot be picked up until after graduation. Identify requirements early, especially if you are leaving right after graduation.
- 6. Members assigned to Goodfellow AFB, TX.** Unaccompanied student officers are required to reside on base in furnished government billeting.
- 7. Naval Air Station Pensacola, FL.** Waiting time for government quarters is approximately 3 to 6 months. Ship only items needed for light housekeeping. Items may be stored at origin at government expense until you finish school. Students are not allowed time off to receive property; ensure property arrives before class start date.
- 8. International Students.** You are authorized to ship 350 pounds plus 50 pounds of professional weight to your home. Any weight over this amount is excess and will have to be paid for before the property is shipped.
- 9. Medical Students.** If the medical school you will be attending is farther from the USAF Academy than your home of record, you can ship your property to the school subject to excess cost. Excess costs must be paid before the shipment can be delivered. We will need a copy of your separation orders for this shipment.
- 10. Cross Commissioning Officers.** We will need copies of your orders from the branch of service you are commissioning into before we can ship your property.
- 11. Graduate School.** We will need copies of orders assigning you to the school before we can ship your property.
- 12. Who To See.** The Army, Navy, Air Force, Marine Corps, and Coast Guard operate Transportation Offices. Your origin Transportation Office is your first point of contact when questions or problems about the movement of your personal property arise prior to shipment. After pickup of your property, contact your destination Transportation Office.
- 13. Overseas Assignments.** Contact 333-3007 to schedule an appointment. Your entitlements will depend upon your gaining station.
- 14. It's Your Move.** The best pamphlet produced providing detailed guidance on what to expect during your move.
- 15. Shipping Your POV.** This pamphlet will provide information on shipping your privately owned vehicle (POV) to your overseas assignment.



SECTION C – ENTITLEMENTS / FREQUENTLY ASKED QUESTIONS

1. WHAT IS THE HOUSEHOLD GOODS WEIGHT ALLOWANCE FOR A SECOND LIEUTENANT?
 - a. PCS:
 - 12,000 pounds net weight with dependents.
 - 10,000 pounds net weight without dependents
 - b. TDY:
 - 600 pounds net weight

2. COMMISSIONED FROM SERVICE ACADEMIES: (JFTR: U5345-B5)
 - a. Shipments that may be made are as follows:
 - (1) From the USAF Academy to the new duty station,
 - (2) From your home of record to new duty station,
 - (3) From other than the USAF Academy and your home of record to your new duty station. This pertains to those getting married and requiring to ship property from the spouse's home. If the distance is more than from either the USAF Academy or Home of Record to new duty station, additional costs for excess distance will be at your expense. Remember, you cannot make this shipment until after you graduate.
 - (4) From the USAF Academy to your Home of Record.... If you ship property to your Home of Record, you CANNOT reship this property to your new duty station on the same set of orders.



3. WHAT IS THE EFFECTIVE DATE OF MY ORDERS?

The effective date of your orders is your reporting date to your new permanent duty station minus travel time authorized plus one day.



4. WHAT IF I EXCEED MY WEIGHT ALLOWANCE?
 - a. Excess costs incurred incident to shipment are normally collected from the member after the move has been performed. You will receive notification of indebtedness from your local Finance Office.

5. WHAT IS CONSIDERED PROFESSIONAL GEAR?

Professional books, papers and equipment (PBP&E) are those items required in the performance of your official duties.

 - (1) Ensure your professional gear is separately marked, weighed, and inventoried.
 - (2) You can include plaques, awards, and trophies if they were presented to you in your official duty capacity.
 - (3) Personal computers can qualify as professional equipment if used in the performance of your military job.
 - (4) DO NOT include typewriters, file cabinets, desks, or Service Dress uniforms and BDUs. They are not considered professional gear.
 - (5) If your estimated weight of professional items is not declared and not identified on your inventories, you will not get credit for the weight. When you sign the carrier's inventory, please check for proper descriptions. **After the fact declaration of professional books, papers and equipment is prohibited.**

6. WHAT DATE MAY I ESTABLISH FOR THE PICKUP OF MY HOUSEHOLD GOODS?
 - a. Shipments picked up at addresses other than Vandenburg and Sijan Halls, i.e., Colorado Springs, Denver, etc., can not be accomplished until after Graduation Day.
 - b. Shipments from the local Colorado Springs area, will need to consolidate all property at an address in lieu of a shipment from the dormitories. All goods will be packed for you by a local contractor/carrier. If difficulties are experienced with the carrier, immediately contact JPPSO-COS/PPM-QC (554-9243) for assistance. They are prepared to assist you with any moving problems you may encounter.
 - c. Shipments from OTHER THAN THE COLORADO SPRINGS area. Complete information and instructions on how to make shipments from other than the USAF Academy or the Colorado Springs area will be covered in your JPPSO briefing.

7. SHIPMENT TO A TDY STATION.

- a. You may ship 600 pounds net weight to a TDY station at government expense. The balance of your property may be shipped to your permanent duty station or placed in storage at origin. Upon completion of your TDY, you request that your property be shipped to your permanent duty station as well as request that your property in storage be released and shipped to your new duty station.

8. WHAT SERVICES WILL BE PROVIDED BY THE CARRIER AT ORIGIN?

- a. At your origin residence the carrier is required to:
- b. Protect appliances against damage while in-transit.
- c. Use new, clean packing material for linens, clothing, and bedding to include new boxes for mattress.
- d. Use new or new like packing materials for all other items. Use of excelsior or newspaper is not allowed.
- e. Pack mirrors, pictures and glass tabletops in special designed containers or crates.
- f. Wrap and protect all finished surfaces from marring and scratching.
- g. Properly roll large rugs and pads. Small rugs may be folded.
- h. Pack all designated PROFESSIONAL ITEMS (See Item 5 above) in separate boxes and mark the carton PROFESSIONAL ITEMS. These items are weighed separately, and do not count against excess weight.
- i. Disassemble furniture items requiring disassembly, i.e., bed, etc.; put all nuts, bolts and screws in a bag; and attach it to the item disassembled.
- j. Mark each carton to show general contents. Do not list as MISC. ITEMS.
- k. Prepare an accurate and legible inventory.
- l. Remove all packing debris from residence after packing.
- m. Carriers are not required to go into crawl spaces or similar places to pickup or deliver property.

9. WHAT DO I DO UPON ARRIVAL AT MY DUTY STATION?

- a. Immediately, contact the INBOUND HOUSEHOLD GOODS SECTION in the TRAFFIC MANAGEMENT OFFICE and let them know where you can be contacted to confirm delivery of your property.

10. WHAT SERVICES WILL BE PROVIDED BY THE CARRIER AT DESTINATION?

- a. At your destination residence the carrier is required to:
 - (1) Make one placement of household goods in the room you designate.





- (2) Verify with you that all items on the inventory were delivered to you.
- (3) Unpack and uncrate all items unless you indicate otherwise. If you waive the unpacking/uncrating and discover loss or damage after the movers leave and do not report within 70 days to the claims office, recovery from carrier may be forfeited and the amount could be deducted from your claim.
- (4) Assemble all furniture and equipment dissembled by the carrier at origin.
- (5) Remove all packing and blocking from appliances. Carrier is not required to connect appliances.
- (6) Jointly with you, make a written record of any loss or damage at delivery on the DD Form 1840/1840R and obtain your signature. Carrier will give you three copies of this form to file with the claims office at your new duty station.
- (7) You may waive unpacking at any time during the delivery. However, the carrier is not required to return later to unpack or remove debris.

11. WHAT LIABILITY PROTECTION DO I HAVE FOR ITEMS THAT ARE LOST OR DAMAGED?

- a. Under the Military Personnel Claims Act, the government will provide you protection up to \$40,000. If you feel that the value of the item is not covered sufficiently by the carrier's liability plus the Military Personnel Claims Act, you should purchase commercial insurance or arrange for additional coverage through the JPPSO /TMO. For more specific guidance, contact the local Staff Judge Advocate.

12. WHAT TO DO IF SOMETHING IS LOST OR DAMAGED.

- a. Record any loss or damage on the carrier's copy of DD FORM 1840, which the carrier will ask you to sign upon delivery.
- b. Be sure that you estimate the cost of any loss or damage. Do not refuse to sign the delivery documents. Your signature on the DD Form 1840 does not relieve the carrier of liability provided you have noted the loss or damage.
- c. Obtain copies of all documents showing lost or damaged items.
- d. You must notify the claims office within 70 days after delivery that a potential claim will be made.



SECTION D - PERSONALLY PROCURED HHG AND/OR NON-TEMPORARY STORAGE (NTS)

- 1) Under this program, there are two different options available to you.
 - a) **PERSONALLY PERFORMED MOVE (PPM).** Often referred to as a DITY Move, You are entitled to receive a monetary allowance for moving yourself. Payment is computed at 95 percent of what it would have cost the government to transport your property. There is no restriction on the type of vehicle you may use. A member who uses a personally owned trailer for an authorized move may include the weight of the trailer in the total weight. Prior to moving, you must contact a JPPSO/TMO/TO to process the necessary paperwork our number is 333-3007.
 - b) **PERSONALLY ARRANGED HHG/NTS TRANSPORTATION.** The second option is when you desire to personally arrange for shipment with a commercial carrier.
 - (1) When personal arrangements are made for the move with a commercial carrier, your reimbursement is authorized for actual costs incurred, not to exceed the Government's cost for weight moved.
 - You may also choose to mail or use a small package service. IF THIS METHOD IS USED THE RECEIPT/INVOICE MUST INCLUDE MAILING FACILITY ADDRESS, DATE, WEIGHT AND COST.



- 2) **WEIGHT TICKETS**
 - a) Both options require certified weight tickets (weight empty and loaded). Each weight ticket must contain the following:
 - Your name, rank and social security number
 - Name and location of scale
 - Identification of weight entries as Tare, Gross, or Net
 - Signature of weigh master
 - You must obtain certified weight tickets at government, commercial or public scales.
- 3) **FINAL SETTLEMENT.** You must submit the following documentation for final settlement.
 - a) **DOCUMENTATION REQUIRED:**
 - Personally Procured Checklist
 - DD Form 1351-2
 - Copy of Orders
 - DD Form 2278
 - Weight tickets – Weight tickets or carrier invoice indicating weight (empty and loaded) of shipment. If weight tickets are not obtained, no incentive will be authorized and member will be paid actual expenses only, not to exceed the Government's constructive cost for member's full weight allowance.

b) WHERE TO SUBMIT PAPERWORK

- Air Force: Contact your gaining Traffic Management Office.
- Army: Contact your gaining Finance Office.
- Coast Guard - mail to:

Commanding Officer
CG FINCEN
ATTN: HHG Section
1430A Kristina Way
Chesapeake, VA 23226-1000



- Marine Corps - mail to:
Compt Trans Voucher Certification Branch (TVCB)
ATTN: DITY
814 Radform Blvd, Ste 20318
Albany, GA 31704-0318



- Navy - mail to:
Transportation Office
Navy Transportation Support Center
1837 Morris St., Suite 600
Code 014
Norfolk, VA 33511-3492

4) Moving your property yourself can result in a claim by you if your property is lost or damaged, or in a claim against you if you are involved in an accident. Before you move yourself, you need to understand the potential legal problems and decide whether you need to purchase private insurance coverage.

a) The only authority the Government has for paying for loss or damage to your property during a Personally Procured Move is if your claim is substantiated and if the loss or damage was not caused by your negligence, the negligence of your spouse or other persons who are helping you move.

(1) Substantiating a claim. If your vehicle is stolen or burns with your household goods inside, you will have serious trouble substantiating what you own if you do not have a disinterested person (such as an NCO or officer of your unit) prepare a pre-move inventory with you. If an accident does occur in which you are not at fault, have the local police prepare an accident report and go to the claims office immediately upon arrival at your destination.

(2) Private Insurance. Because you are taking the risk that you will suffer damage for which the Government will not compensate you, consider buying private insurance coverage. Check your automobile and household goods insurance

policies. Then talk to the truck rental company and your insurer about extra protection.

- b) Your local JAG office can provide you with more information. For a successful Personally Procured Move, understand the rules before you start.

SECTION E- UNAUTHORIZED ITEMS

a. You may not ship as household goods:

- Airplanes, automobiles, trucks, vans and similar motor vehicles; camper trailers; farm equipment. (You have a separate entitlement for your privately owned vehicle when moving to, from or between overseas duty stations. Contact your transportation office for a copy of *Shipping Your POV* and more details.)
- Live animals not required in their performance of official duties, including birds, fish and reptiles;
- Articles of household goods acquired after the effective date of permanent change of station orders;
- Cordwood and building materials;
- Property for resale, disposal or commercial use rather than for use by the member and dependents;
- Privately owned live ammunition, powder, primers or igniting devices.

b. Local laws or carrier regulations may prohibit commercial shipment of certain articles not listed above. Laws and regulations prohibit articles liable to impregnate or otherwise damage equipment or other property — for example, hazardous materials including explosives, flammable and corrosive materials and poisons.

And Finally-

A successful move is not a matter of chance. It is the result of planning and hard work. At the center of these efforts is you – the shipper. If you expect a good move, you must play an active role.

Good luck to you in all that you do.

