



WELCOME TO THE TRANSPORTATION BRIEFING!!



- ◆ **This briefing provides you with general information and guidance regarding your responsibilities for your move.**
- ◆ ***Detailed information and guidance is provided in “IT’S YOUR MOVE” pamphlet; which you have been provided.***
 - ***Recommend you review this pamphlet in it’s entirety for detailed information and guidance regarding this move and any future Government sponsored moves.***



WHAT AUTHORIZES SHIPMENT OF MY PERSONAL PROPERTY?



- ◆ *The following types of orders may authorize shipment of Personal Property:*
 - *Permanent Change of Station (PCS)*
 - *Separation (ETS)*
 - *Retirement*
 - *(Some TDY orders “may” authorize shipment/storage of PP - Ask your briefer)*



TYPE OF ORDERS DETERMINES ENTITLEMENTS!!



- ◆ *First Permanent Duty Station*
- ◆ *Retirement/Separation*
- ◆ *Regular Separation*
- ◆ *Permanent Change of Station (CONUS to CONUS)*



TYPE OF ORDERS DETERMINE ENTITLEMENTS!!



CONTINUED

- ◆ *Permanent Change of Station (Overseas w/dependent)*
- ◆ *Permanent Change of Station (Overseas other/restricted)*
- ◆ *Storage*
 - *Non-temporary storage*
 - *Temporary storage*



WHAT CONSTITUTES PERSONAL PROPERTY/HOUSEHOLD GOODS?



- ◆ ***JFTR defines HHG as “All Personal Property associated with the home and all personal effects belonging to the member and the member’s dependents on the effective date of the member’s orders which can be legally accepted and transported as HHG by an authorized commercial carrier. “***



WHAT CAN'T I SHIP IN MY PERSONAL PROPERTY SHIPMENT(S)?



- ◆ ***Personal Property does not include the following:***
 - ***Airplanes, Camper Trailers, & Farming Vehicles***
 - ***Cordwood and Building Materials***
 - ***Property for resale, disposal or commercial use rather than for use by member or dependents***
 - ***Privately Owned Ammunition***



WILL THE GOVERNMENT SHIP MY BOAT AND BOAT TRAILER?



- ◆ ***Yes - in accordance with the JFTR, a military member is authorized to ship boats, components, and accessories of such boats as part of their HHG shipment. Payment for special packing, crating and handling must be paid by the member. The Transportation Office can help you determine if you would have any additional charges.***



WILL THE GOVERNMENT SHIP MY MOBILE HOME?



- ◆ ***Yes, but there maybe excess cost if the cost of moving your mobile home exceeds what it would have cost to move your HHG. The Transportation Office can help you determine additional charges. Please contact the Transportation Office at least 45 days prior to requested move date.***



WILL THE GOVERNMENT SHIP MY POV?



- ◆ ***Yes, you are eligible to ship a POV if: you are a member of the U. S. armed forces; you are a DoD civilian and your orders authorize shipment of a POV; or you are a retiree authorized to ship a POV. The entitlement to ship a POV is limited to a permanent change of station to, from or between places overseas; or upon official change in home port of the vessel to which you are assigned. The Transportation Office will determine your entitlement based upon your PCS orders.***



WHAT I NEED TO DO **BEFORE I MOVE?**



- ◆ ***Complete/return the packet you received today to the Transportation Office. The Transportation Office will prepare all documents required to effect movement of your property from this packet.***
 - ***When you fill in the forms, we recommend you:***
 - ***relax, take your time, be thorough (it's your move);***
 - ***fill in the forms in your residence;***



WHAT I NEED TO DO BEFORE I MOVE? CONTINUED



– *fill in inventory form (FHT Form 55-X28-1) room-by-room (make an accurate inventory, this will save you time when you visit the Transportation Office);*

– *upon completion, visit the Transportation Office to schedule your move date(s).*

◆ *Insure that the agent has the necessary room to perform the required packing. Prior to your move the local agent should contact you, either in person or by telephone, to perform a “Premove” survey. This gives the agent a good idea of how much/what type of packing material to bring.*



YOUR RESPONSIBILITIES **AT ORIGIN!!**



- ◆ ***Keep the Transportation Office informed of any change in your orders or other changes, such as phone number where you can be reached prior to leaving, as well as a contact number until you report to your new assignment.***
- ◆ ***Assure dates requested are what you want. Move dates may not be changed unless you have a change in orders or a documented family emergency.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ◆ ***You or the agent you “designate in writing” must:***
 - ***Be at your residence when the movers arrive to pack and move your property.***
 - ***Remove, disconnect and prepare your TV Antenna/ Satellite Dish to include wires/cables attached.***
 - ***Drain water from Hot Tubs and Waterbeds.***
 - ***Remove window air conditioners***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Empty, defrost and thoroughly wash the inside of your refrigerator and/or freezer. Let these items dry out at least 2 days to keep mildew at a minimum (Leave doors open after cleaning).***
- ***Disconnect and prepare all stereo components, computers, printers, televisions and VCRs for the move.***
- ***Disconnect all appliances such as washer, dryer, and cooking stove.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Dispose of all perishable items.***

- ***Remove items that are attached to walls such as shelves, pictures, curtain rods and mirrors.***
 - ***Small pictures that just hang on a nail do not need to be removed prior to the scheduled date.***

 - ***Most contractors prefer they remain on the wall until time to pack them.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Dispose of worn out and unneeded items before the move to avoid wasteful packing, moving and/or storage expenses and, most important, possible excess weight.***
- ***Dismantle and clean outdoor play equipment and outdoor structures (Utility sheds, playhouses, swing sets, gym sets, etc.....)***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Ensure all items are free of soil and/or pest infestation.***
 - ***If the carrier should find 1 (one) roach (live or dead), they can cancel your shipment, require you to spray, and you must receive clearance prior to rescheduling.***
 - ***This will delay your move a minimum of 3 days.***
 - ***The carrier will also be able to charge you with an attempted pick up fee.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Remove all Personal Property from attic, crawl space or similar storage area within the residence.***
- ***Carrier personnel are not required to go into areas that are not accessible by a permanent stairway***
- ***Are not adequately lighted, do not have a finished floor, and do not allow a person to stand erect.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Separate your professional items and be sure they are identified on the inventory as professional books, papers and equipment, and are weighed separately.***
- ***Remove all old carrier markings and stickers from furniture and boxes.***
- ***ID contents left in drawers and be sure the inventory reflects the contents.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***DO NOT leave cash, jewelry or other expensive items unattended.***
- ***Airline tickets and passports are important documents.***
- ***It is a good idea to keep these items locked in your car or ask a friend a neighbor to keep them until your shipment has been picked up.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Monitor the wrapping and packing of your items.***
 - ***Make sure everything is wrapped individually and adequately.***
 - ***Make sure heavy items are not packed on top of light items.***
 - ***Don't allow your property to be taken to the carrier/agents facility/warehouse to be packed without first consulting the Transportation Office.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Ensure each carton and loose item (ladder, rake, etc.....) has an inventory tag and appears on the inventory.***
- ***Drain all gas and water, and disconnect the battery from power driven equipment prior to pickup.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Carefully read the inventory prepared by the carrier's personnel before you sign.***
 - ***Check it from time to time while the items are being packed.***
 - ***Make sure all boxes and loose items are listed.***
 - ***If a box contains crystal, make sure the inventory says "crystal" not "kitchen items".***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Make sure descriptions of major items/high value items are complete and accurate.***
 - ***If the packers list “color television”, have them add the size, make, model, and when readily accessible, the serial number.***
 - ***This also applies to stereos, video components, etc...***
 - ***Request packers show # of CDs on inventory.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***Check the string of symbols listed for each item closely (this is how the packers show pre-existing damage). These symbols are explained in the top right hand corner of the inventory.***
- ***If your inventory is inaccurate, tell the carrier's representative and write down why you disagree at the bottom of the inventory in the space marked for exceptions.***



YOUR RESPONSIBILITIES

AT ORIGIN!!

CONTINUED



- ***You must be provided a legible copy of everything you sign. NEVER sign a blank, incomplete or illegible form.***
- ***DO NOT argue with the carrier's representative. If you have a problem, call your Transportation Office (Quality Assurance - 287-6152 or after hours 287-2506) at once.***



YOUR RESPONSIBILITIES AT DESTINATION!!



- ◆ ***Contact the destination Transportation Office as soon as possible upon your arrival, even though you may not know the delivery address of your personal property. They need a telephone number and/or address where you can be reached on short notice.***



YOUR RESPONSIBILITIES **AT DESTINATION!!** CONTINUED



- ◆ ***As soon as you have a delivery address for your personal property, call the Transportation Office and provide them this information.***
- ◆ ***Be prepared to accept delivery of your property as soon as it arrives.***



YOUR RESPONSIBILITIES **AT DESTINATION!!**



CONTINUED

- ◆ ***You or your representative designated in writing must be home on the day of delivery.***
- ◆ ***Know in advance where you want each piece of furniture placed in your new residence. The mover is required to place each piece only one time.***
- ◆ ***Check each item off the inventory. Make sure everything that was picked up was delivered.***



YOUR RESPONSIBILITIES **AT DESTINATION!!**



CONTINUED

- ◆ **DO NOT sign for services if they were not performed by the carrier.**
- ◆ **DO NOT argue with the carrier. Contact the destination Transportation Office if problems arise.**



YOUR RESPONSIBILITIES **AT DESTINATION!!**



CONTINUED

The Surface Deployment and Distribution Command, SDDC, is responsible for approving and monitoring the performance of Transportation Service Providers in the DoD Personal Property Program with the assistance of the Services. In our combined efforts to provide better customer service, we are asking you to evaluate the customer service provided to you during your personal property move through a customer satisfaction survey. The results of your survey will affect how the government distributes traffic to the Transportation Service Provider used in your personal property move and will provide the Services with valuable information regarding the service you receive at the local Transportation Office.



YOUR RESPONSIBILITIES **AT DESTINATION!!**



CONTINUED

- **Within a day after counseling, if you provide an email address, you will be sent an email with important information about your customer satisfaction survey, including a computer generated password that will allow you to access your survey after delivery. Your social security number (or Employee ID for Coast Guard) is your ICSS login ID number. If your email address changes during your move, please call our office so that we may update it in our system.**

- ***It is critical your completed survey is received within 7 calendar days of the delivery of your shipment. A survey needs to be completed for each personal property shipment; so, if your personal property move includes one or more household goods shipments and an unaccompanied baggage shipment, you will complete a survey for each.***



YOUR RESPONSIBILITIES **AT DESTINATION!!**



CONTINUED

- ***The survey Web address, <https://icss.eta.sddc.army.mil>, will be printed in the remarks section of your DD Form 1299, Application for Shipment and/or Storage of Personal Property. To access the survey on the World Wide Web, use a computer with internet access (e.g., work, home, base library computers) or ask the PPSO at destination where a computer facility with internet access is located.”***



RECAP POINTS



- ◆ ***Fill in forms you have been provided. Recommend you:***
 - ***relax, take your time, be thorough (it's your move);***
 - ***fill in the forms in your residence;***
 - ***fill in inventory form (FHT Form 55-X28-1) room-by-room (make an accurate inventory, this will save you time when you visit the Transportation Office);***
 - ***upon completion, visit the Transportation Office to schedule your move date(s).***



RECAP POINTS



- ◆ *You have been provided with general information and guidance regarding your responsibilities for your move.*
- ◆ *Detailed information and guidance is found in the “IT’S YOUR MOVE” pamphlet; which you have been provided.*
 - *Recommend you review this pamphlet in it’s entirety for detailed information and guidance regarding this move and any future Government sponsored moves.*

Online Briefing Certificate

If you wish to waive receiving a formal, in person, briefing on your entitlements and responsibilities for this move, print this certificate out, complete the information, and attach this form to your other paperwork when you submit it to the Transportation, Personal Property office.

Read and initial the following:

I have completed 1 inventory per shipment. _____

I am NOT making a Do-It-Yourself (DITY) move. _____

I fully understand the online briefing and waive formal counseling. _____

Name: _____

Rank: _____

Last 4 of SSAN: _____



**THE PROFESSIONAL STAFF OF
PERSONAL PROPERTY
OPERATIONS,
TRANSPORTATION SERVICES,
DIRECTORATE OF LOGISTICS,
FORT HOOD, TEXAS
IS DEDICATED TO
“OUTSTANDING SERVICE”.
LET’S WORK TOGETHER AND
MAKE THIS YOUR
”BEST MOVE EVER”**

