



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 @

http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf

For Armed Forces Members

AND

http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_2.pdf

for DOD Civilians

– *Recommend you review this pamphlet in it’s entirety for detailed information and guidance regarding your Government move.*



WHAT CONSTITUTES PERSONAL PROPERTY **HOUSEHOLD GOODS?**

- ◆ ***Joint Transportation Regulation (JTR) defines HHG as “All Personal Property associated within 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. “***



TYPE OF ORDERS AUTHORIZES/DETERMINES ENTITLEMENTS!!

- ◆ ***Permanent Change of Station (CONUS to CONUS - Stateside)***
 - ***Service Member: Authorized HHG Shipment; and Storage In Transit (SIT) 90 days can be extended up to 180 days with approval.***
 - ***For DoD Civilians: Authorized HHG shipment; and SIT 90 days can be extended up to 150 day with approval in writing by Service/Defense Agency designated official.***

- ◆ ***Permanent Change of Station (CONUS to OCONUS overseas w/ dependent)***
 - ***Service Member: Authorized Unaccompanied baggage (UB), HHG, Non-Temporary Storage and Temporary Storage (future overseas)***
 - ***DoD Civilians: Authorized HHG shipment; SIT for 90 days; Can be extended to 180 days with written approval from Service/Defense Agency designated official.***

- ◆ ***Permanent Change of Station (overseas other/restricted)***
 - ***Service Member: Authorized UB, HHG and Non-Temporary Storage***
 - ***DoD Civilian: Authorized UB, HHG and Non-Temporary Storage***

Three military logos are positioned in the top left corner. From left to right: a shield with a red and white design, a circular emblem with a blue and white design and the text 'ON THE LINE', and a circular emblem with a gold and blue design and the text 'UNITED STATES ARMY'.

TYPE OF ORDERS AUTHORIZES/DETERMINES **ENTITLEMENTS!!** **(CONT'D)**

- ◆ ***Temporary Duty Station (TDY)***
 - ***Depending on the length of the TDY authorized UB, HHG, and or Non-Temporary Storage***

- ◆ ***Retirement***
 - ***Authorized HHG, Non-Temporary Storage (for 1 year after effective retirement date)***

- ◆ ***Regular Separation***
 - ***Authorized HHG, Non-Temporary Storage (for 6 months after effective separation date)***



TYPE OF ORDERS AUTHORIZES/DETERMINES **ENTITLEMENTS!!** **(CONT'D)**

◆ ***Separation with Severance or Separation Pay***

- ***Authorized home of selection (HOS) of HHG and Non-Temporary Storage (for one (1) after separation date).***

NOTE: Member must have at 8 years of continuous active duty with no break more than 90 days.



WHAT I NEED TO DO BEFORE I MOVE?

- ◆ ***Attend this briefing to get to know what your entitlements are.***
- ◆ ***Go on to www.move.mil. (This can be done at home or in our Kiosk in Room A111 in this building.)***
- ◆ ***Click on “New to Move.mil –First Time Users Click here!”***
- ◆ ***Follow instructions to obtain a User ID and Password. After obtaining a User ID and Password Select “Login to DPS.”***
- ◆ ***Reference “IT’S YOUR MOVE” pamphlets under the Quick Links in DPS***
- ◆ ***Once you are logged in into DPS follow the instructions for preparing APPLICATIONS for your move. (NOTE: You must have your ORDERS to process at this point)***



WHAT I NEED TO DO BEFORE I MOVE? (CONT'D)

- ◆ *You can do all your shipment application. (I.E., UB, HHG, NTS) once you complete each shipment you must Print the appropriate forms for each shipment. (DD 1299/1997 for UB/HHG)*
- ◆ *Personal Procurement Move: Requires **MANDATORY** briefing, Schedule appointment at our front desk.*
- ◆ *Once you print all your documents you must sign them and walk in, fax or scan your applications with a copy of your orders for each shipment to the Transportation Office.*
- ◆ *Our Fax number is 254-287-5608 and our email address is usarmy.hood.lrc.mbx.dol-ppopns@mail.mil*
or
usarmy.hood.lrc.mbx.trans-pers-prop-outbound@mail.mil



WHAT YOU MAY SHIP AS HHG'S?

◆ *Personal Property include the following:*

- Professional Books, Papers, and Equipment (PBP&E)/Pro-Gear needed and not needed for the performance of official duties at the next or a later destination will not exceed 2,000 lbs for member and 500 lbs for spouse.
- NOTE: Items such as personal computers and accompanying equipment, awards presented for significant contributions while performing official duties, book cases, file cabinets etc., are no longer considered as considered as Pro-Gear.
- The following items are considered PBP&E/Pro-Gear:
 - (1) Reference material.
 - (2) Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions.
 - (3) Specialized clothing such as diving suits, flying suits; astronaut's suits, flying suits and helmets, band uniforms, chaplain's vestments, and other specialized apparel not normal or usual uniform or clothing.
 - (4) Communications equipment used by a member in association with the Military Affiliated Radio System.
 - (5) Individually owned or specially issued field clothing and equipment.
 - (6) Government-or uniformed service-owned accountable Organizational Clothing and Individual Clothing property issued to the employee or member by the Service/DOD COMPONENT for official use.

NOTE: These items must be weighed separate from the HHG shipment.



WHAT YOU MAY SHIP AS HHG'S? **(CONT'D)**

◆ ***Personal Property include the following:***

- Spare POV parts (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed.
- Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware).
- Consumable goods for a member ordered to locations listed in the JTR, Appendix F, Part I.
- POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski, and snowmobile [and/or the associated trailer]).



WHAT YOU MAY SHIP AS HHG'S? (CONT'D)



◆ *Personal Property include the following:*

- Firearms within or to the CONUS, you must comply with local and/or state laws, and Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations. For shipments to overseas countries, you must abide by the laws of the host country.

- A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer). Consider a Personally Procured Move (PPM): If you are moving your boat within the CONUS or between the CONUS and Alaska, consider making a PPM (at least for the boat). You could receive an incentive of 95 percent of the Government Constructed Cost to move the boat if there is weight remaining on your weight entitlement allowance.

NOTE: Boat shipment and storage expenses are partially reimbursed by the Government and the member bears financial responsibility for any out-of-pocket expenses not paid by the Government.



WHAT YOU MAY SHIP AS HHG'S? **(CONT'D)**

◆ ***Personal Property includes the following:***

- **Ultralight vehicles (defined in 14 Code of Federal Regulations Section (§) 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE five gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).**
- **A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than eight feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than four feet (unless detachable)**
- **Government or military owned accountable Organizational Clothing and Individual Clothing property issued to the member by the Agency/Service for official use.**



PRIVATE OWN VEHICLES (POV)

A Vehicle Processing Center is located at **957 Heinz Way, Grand Prairie, TX, 75051** for movement of Privately Owned Vehicles (POVs) worldwide. There contact information is: **Commercial: 469-203-8629 or Toll Free: 855-389-9499;**
Fax: 972-639-3976 and Email: Dallas.VPC@ialpov.us

The center offers service and convenience for POV turn in and pick up to Department of Defense personnel departing for or returning from overseas assignments. Customers can obtain detailed information on the shipment and storage of their POV from the IAL website at: www.pcsmypov.com

Based on entitlements, in accordance with the Joint Travel Regulations, Chapter 5, Paragraph 5350, POVs can be turned in at the closest VPC to the member's duty station, or any VPC between the old and new duty stations. Locations and contact information for contractor operated VPCs can be found at www.pcsmypov.com/locations.



PRIVATE OWN VEHICLES (POV)

(CONT'D)

POV Turn-In Procedures: IAL does not require an appointment to accept the turn-in of a POV at the VPC. A majority of POVs are handled on a walk-in basis. However, IAL recommends the use of the appointment system, which can be scheduled at www.pcsmypov.com/turnin or by calling the VPC. Customers are required to provide a valid email address which must be accessible 24/7. IAL's webpage provides additional information to assist in the smooth processing of a customer's POV, to include all necessary documentation for POV turn-in and shipment. Printing, completing and bringing the "IAL Shipping Instruction Form" with you to the VPC will expedite the turn-in process.

Tracking POVs: Customers may check the status of their POV by selecting "ITV Lookup" from the IAL Homepage at www.pcsmypov.com. Customers must enter their Shipping Instruction Number. The Vehicle Tracking screen will provide transit information, including the required delivery date.

POV Pick-Up Procedures: To ensure the POV is available for pick-up, customers must have received a notification from the VPC and/or contacted the VPC and received confirmation that the vehicle is available for pickup. Procedures for picking up a POV are also found on IAL's website under the "Pick Up" tab.



PRIVATE OWN VEHICLES (POV) (CONT'D)



POV Storage Procedures: All pertinent information for POV storage may be found at www.pcsmypov.com/storage. Additionally, customers are asked to review the requirements of the DTR, Part IV, Attachment K4, Storing Your POV, Section H, "Member Responsibilities".

NOTE: For POV storage you **MUST** receive an Authorization for POV Storage Form from our office prior to going to going to the VPC to store your POV.



WHAT YOU MAY NOT SHIP AS HHG'S?

◆ *Personal Property does not include the following:*

- Personal baggage when carried free on commercial transportation.
- Automobiles, trucks, vans and similar motor vehicles, airplanes, mobile homes, camper trailers, horse trailers, and farming vehicles.
- Live animals including birds, fish, and reptiles.
- Cordwood and building materials.
- HHG for resale, disposal, or commercial use.
- Privately owned live ammunition.
- Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks.



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.***
- ◆ ***You or the agent you “designate in writing” must:***
 - ***Be at your residence when the movers arrive to pack and move your property between the hours of 0800-1700 (8 am to 5 pm).***
 - ***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!!

(CONT'D)



- 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.

- Dispose of all perishable items.

- Remove items that are attached to walls such as shelves, pictures, curtain rods and mirrors

NOTE: 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!!



- ***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.....)***

- ***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!!

(CONT'D)



- ***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.***
- ***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!! **(CONT'D)**



- **DO NOT** leave cash, jewelry or other expensive items, airline tickets and passports unattended.

NOTE: 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 packed and picked up.

- **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!! **(CONT'D)**



- ***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.***

- ***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!!

(CONT'D)



- 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 the serial number, and when readily accessible.***
- This also applies to stereos, video components, etc...***
- Request packers show # of CDs on inventory.***

- 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!! (CONT'D)



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



YOUR RESPONSIBILITIES AT DESTINATION!!



- ◆ ***Contact the destination Transportation Office and TSP 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.***
- ◆ ***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.***
- ◆ ***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!! **(CONT'D)**

◆ **DO NOT** sign for services if they were not performed by the carrier.

◆ **DO NOT** argue with the carrier. Contact the destination Transportation Office Quality Assurance Office if problems arise.

◆ *In our combined effort with Surface Deployment and Distribution Command, (SDDC) 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 through DPS. 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.*



YOUR RESPONSIBILITIES AT DESTINATION!! **(CONT'D)**



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.

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.

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.



RECAP POINTS

- ◆ ***Fill in forms you have been provided. Recommend you:***
 - ***relax, take your time, be thorough (it's your move);***
 - ***fill in inventory form (FHT Form 55-X28-1) room-by- room (make an accurate inventory, this will save you time when you visit www.move.mil to complete your shipment (s) applications.***

- ◆ ***Click on “New to Move.mil – First Time Users Click here!” (If applicable)***

- ◆ ***Follow instructions to obtain a User ID and Password. After obtaining a User ID and Password Select “Login to DPS.” Follow instructions to complete your applications.***

- ◆ ***Once you have completed your application (s) please print the following for the different applications:***
 - ***Unaccompanied baggage: DD Forms 1299, 1797 w/ copy of orders***
 - ***Household Goods: DD Forms 1299, 1797 w/ copy of orders***



RECAP POINTS

◆ ***Sign each form scan, FAX or hand carry to the office!” (If applicable)***

***- Personal Procurement Move: Requires **MANDATORY** briefing,
Schedule appointment at our front desk.***

***Reference “IT’S YOUR MOVE” pamphlets under the Quick Links in DPS for
detailed information and guidance.***

***You have been provided with general information and guidance regarding
your responsibilities for your move.***

Face to Face Personal Property Briefing Certificate

Seperatees and Retirees

I have been briefed face to face by a counselor from the Fort Hood Transportation Personal Property Shipping Office and understand the following entitlements for separation/retirement:

1. For Separation:

Initials: _____ a. Separating members who have a home or record move have 180 days from their effective separation date to use their shipping entitlements to move household goods at government expense.

Initials: _____ b. If I elect to place my property in non-temporary storage I will be authorized 180 days storage at government expense. I will be responsible for all storage and insurance fees beginning the 181st day after their official date of separation.

Initials: _____ c. If the shipment is over my weight entitlement I am responsible for payment of all overweight cost which includes storage, accessorial; and any other cost that the government paid to move my household goods.

Initials: _____ d. Except when additional time is authorized/approved by HQ DA G4, travel/transportation must be completed before the 181st day following separation from the Service or relief from active duty.

2. For Retirement:

Initials: _____ a. Retiring members who have a home of selection entitlement will be responsible for storage and insurance fees starting the 366th day (one year plus one day) after the effective date of their official retirement/separation date.

Initials: _____ b. If shipment is over your weight entitlement you are responsible for payment of all overweight cost which includes storage, accessorial; and any other cost that the government paid to move the household goods.

Initials: _____ c. If a member does not use their shipping entitlements within the 1st year of their retirement they may submit a request for extension of their travel and transportation entitlements yearly not to exceed five (5) years at least 45 days prior to the expiration date.

NOTE: This extension to travel and transportation is not automatic. Members must provide a justification (i.e., children in school with a letter from the school with projected graduation date, etc.,).

By Signing this Certificate I agree that I was briefed on the above entitlements:

Name Printed:

Signature:

Last 4 SSN:

Date:

Counselor Name Printed:

Counselor Signature:

Date:



Questions

