

TRANSPORTATION OF PERSONAL PROPERTY

NAVSUP PUBLICATION 490

REVISION 3

**NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
Mechanicsburg, PA 17055-0791, 16 June 2003**

The instructions herein are issued for the information and guidance of all persons providing personal property transportation services for Navy-sponsored shipments.

This publication supersedes the Naval Supply Systems Command Publication 490, Revision 2 of 30 Dec 1999.

Instructions implementing the Joint Federal Travel Regulations have been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DOD Directive 5154.29 dated 23 March 1993 as case RR030210.

(SIGNED)

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INTRODUCTION TO TRANSPORTATION OF PERSONAL PROPERTY

PURPOSE

Transportation of Personal Property is the Naval Supply Systems Command Publication 490 (NAVSUP PUB 490). It is intended to clarify and standardize the procedures for transportation of Navy personal property. This publication supplements the entitlement provisions of the Joint Federal Travel Regulations (JFTR) Volume 1, Joint Travel Regulations (JTR) Volume 2 and provides policy guidance on the movement and storage of personal property. References within this publication to paragraphs of the JFTR are indicated by an upper case "U" preceding the paragraph number. Upper case "C" indicates paragraphs in the JTR.

AUTHORIZATION

The publication is issued for the information and guidance of all persons in the Naval Establishment under the authority of Article 1202, Naval Regulations. The Commander, Naval Supply Systems Command may authorize, in writing, deviations from the instructions contained in this publication, provided the matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

PARAGRAPH NUMBER SYSTEM

The five-digit paragraph number and its subparagraph designation may be broken down as follows:

Paragraph Number N3005.C-1b (1)
Chapter 3
Paragraph 005
Subparagraphs C-1b (1)

Chapters 4, 5, and 8 paragraphs of the NAVSUP 490 have been numbered in the same sequential order as JFTR, Chapters 4 and 5 and JTR, Chapter 8. The numeric part of the five-digit paragraph number in the NAVSUP 490 is the same as the paragraph number of the JFTR, Chapters 4 and 5 and JTR, Chapter 8. For example: Paragraph N5365 of the 490 references JFTR, par. U5365, subparagraphs may be different. However, when applicable all NAVSUP paragraphs reference the applicable JFTR or JTR paragraph.

Reference to this publication in correspondence, message, etc., is shown in the following manner:

NAVSUP PUB 490, par. N3005
NAVSUP PUB 490, par. N3005.C-1b (1)
NAVSUP PUB 490, pars. N3005 - N3006

PAGE NUMBERS

The Introduction and Table of Content pages are numbered in sequence with Roman numerals starting with "i". Pages starting with chapter one are numbered in sequence with Arabic numerals by chapter and page within the chapter, starting with 1-1.

TABLE OF CONTENTS

The organization of this publication makes it possible to locate desired information easily by referring to the table of contents in the front of the publication to determine general location.

CHANGES

Changes to this publication, numbered consecutively, are issued in page form. The cover sheet of each change must be read carefully because the instructions appearing thereon vary from change to change. Pertinent "Special Instructions" may be included. Instructions regarding insertion of the change in the publication are always included. Retain each change cover sheet until a subsequent change is issued.

A notation indicating the change number, the date the change was received, and the initials of the person making the change must be placed in the Record of Change Information Sheet in the front of the publication. The Record of Change Information Sheet is stocked at the Naval Publications and Forms Center, Philadelphia, PA 19120-5099. The stock number is 0530-LP-490-001.

New, revised, or deleted instructions are identified on the page containing the change by a star being placed next to the paragraph or subparagraph in the outside margin to identify the areas of revision. New or revised text will be italicized.

LIST OF SHEETS IN FORCE

A list of sheets in force is issued with each change. Users are requested to make frequent checks for currency of this publication and also are encouraged to submit recommendations for improvement, additions, or deletions to the Deputy Commander for Support Services (SUP 05), Naval Supply Systems Command, PO Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791.

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ILLUSTRATIONS

The purpose of the illustrations in this publication is to show by means of filled-in forms the principles and procedures explained in the text. The illustrations do not necessarily show current names, dates, and figures. These details are included so that the principles outlined in the written instruction may be delineated.

JOINT FEDERAL TRAVEL REGULATIONS AND JOINT TRAVEL REGULATIONS REFERENCES

References within this publication to paragraphs of the Joint Federal Travel Regulations (JFTR), Volume 1, are indicated by an upper case "U" preceding the paragraph number. Upper case "C" indicates paragraphs in Joint Travel Regulations (JTR), Volume 2.

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CHAPTER 1

AUTHORITY AND DEFINITIONS

N1000 STATUTORY AUTHORITY

Title 37 U.S. Code contains the basic substantive authority for the transportation of HHG and mobile homes of military personnel. Title 10 U.S. Code contains the basic substantive authority for the transportation of privately owned vehicles of military personnel. Title 5 U.S. Code contains the basic substantive authority for the transportation of HHG, mobile homes, and privately owned vehicles of civilian personnel.

N1001 REGULATORY AUTHORITY

The regulatory authority for shipment and storage of personal property for military members is contained in the Joint Federal Travel Regulations (JFTR), Volume 1, joint publication for all uniformed services, and for civilian employees in the Joint Travel Regulations (JTR), Volume 2, joint publication for DOD civilian employees. This Publication contains Navy administrative instructions, which implement the basic regulations. These implementing instructions are keyed to the pertinent paragraph numbers in the JFTR and the JTR.

N1002 CLARIFICATION OR WAIVER OF REGULATIONS

The provisions of the JFTR, Volume 1, JTR, Volume 2 and the administrative instructions contained herein are intended to encompass all contingencies and circumstances in connection with shipments of personal property at Government expense. The provisions of the JFTR and JTR have the force and effect of law and may not be waived by administrative action. The Commander, Naval Supply Systems Command, may authorize or approve shipments of personal property for Navy military personnel only in those cases when specific authority or authorization for such approval is contained in the JFTR and JTR. Requests for clarification or interpretation are referred to the Commander, Naval Supply Systems Command, Support Services, Household Goods Division, 5450 Carlisle Pike, and PO BOX 2050, MECHANICSBURG, PA 17055-0791. Requests for similar clarifications or interpretations for civilian personnel should be referred to *Office of Civilian Human Resources (OCHR), Labor/Employee Relations Code 012, 321 Somers Court NW, Suite 40101, Washington, D.C. 20393-5451*



N1003 AUTHORITY OF THE NAVAL SUPPLY SYSTEMS COMMAND

The Commander, Naval Supply Systems Command, is the designated representative of the Secretary of the Navy for the purpose of authorizing or approving shipments of personal property made at activities providing personal property transportation services for Navy personnel under the provision of the JFTR, Volume 1. Requests for authorizations or approvals for specific situations shown below and those stated in the applicable paragraphs of this publication must be referred to the Commander, Naval Supply Systems Command, Support Services, Household Goods Division, PO Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791.

- a. Final determination of all appeals from Navy members initiated from denials by Naval Transportation Support Center and Personal Property Transportation Officers.
- b. Authorization for increase of packing allowances JFTR, par. U5335-F.
- c. Shipment of HHG upon assignment to a duty station to which shipment of HHG is prohibited or restricted, to unusually arduous sea duty or duty under unusual circumstances (JFTR, pars. U5350-D, U5350-E, U5370-D and E).

N1004 AUTHORITY OF THE PERSONAL PROPERTY TRANSPORTATION OFFICER OF EACH ACTIVITY PROVIDING PERSONAL PROPERTY SERVICES

The Commander, Naval Supply Systems Command, hereby delegates authority for Personal Property Transportation Officers to authorize or approve requests for shipment and/or storage of personal property for Navy personnel under the specific conditions stated in the applicable paragraphs of this publication.

N1005 AUTHORITY OF THE NAVAL TRANSPORTATION SUPPORT CENTER (NAVTRANS)

The Commander, Naval Supply Systems, Command, hereby delegates authority for the Naval Transportation Support Center to:

- a. Receive and adjudicate final settlement of Navy Personally Procured moves. Initiate collection of excess costs by pay account checkage or other appropriate actions.
- b. Determine and initiate collection via DFAS of excess costs for packing, crating, hauling, storing, unpacking, uncrating, and/or transporting personal property.
- c. Act as Navy's CONUS Air Clearance Authority.
- d. Operate the Navy's HHG Help-line (1-800-444-7789). Interpret, clarify and apply HHG, mobile home, boat and POV entitlement guidance to PPSOs and Navy members calling the HHG Help-line for assistance.



e. Authorization for the use of constructive weights. See N5320-D.8.

N1006 DEFINITIONS NOT DEFINED IN JFTR and JTR, Appendices A

EFFECTIVE DATE OF HOMEPORT CHANGE. The effective date for a homeport change is the effective date specified in the Chief of Naval Operations (CNO) message, changing the homeport of a ship, ship-based staff, or other afloat-based mobile units.

HOUSEHOLD GOODS (HHG). See JFTR and JTR, Appendices A.

Spare parts for POV do not include engine blocks, transmissions and other major components.

TURNED OVER TO A PERSONAL PROPERTY SHIPPING OFFICE (PPSO). Turned over to a PPSO within the prescribed period is accomplished when any PPSO receives a request (letter or DD Form 1299) for shipment or storage on or before 2400 hours of the last calendar day of the specified time limit. Although physical shipment arrangements are not accomplished within the time limit, the property must be available for shipment or storage concurrently with the member's request. Actual shipment must be on the first date the PPSO responsible for the area in which the pickup originates can complete pickup and shipment arrangements.

N1007 Deleted Definitions moved to N1006

CHAPTER 2

GENERAL PROVISIONS AND ADMINISTRATION

N2001 HHG TRANSPORTATION BEFORE ORDERS ISSUED (U5330-G)

Navy members desiring shipment of HHG prior to receipt of orders must obtain a letter of intent to issue orders from Commander, Naval Military Personnel Command. Shipment must not be made without this letter and other documentation as required in JFTR, par. U5330-G. Statement of intent to issue orders issued by the member's Commanding Officer cannot be accepted.

N2002 PROCESSING VENDOR PAY INVOICES

A. General. All invoices must be date stamped the day the signed invoice is received from the contractor. Invoices must be forwarded by traceable means (e.g., Federal Express, small package courier, certified mail) to the appropriate paying office. A transmittal document (original and three (3) copies) will be prepared listing invoices by number and included as part of the "traceable" package forwarded to the appropriate paying office. The original and one copy of the transmittal will be forwarded to Defense Accounting and Finance Services (DFAS), one copy to the contractor and one copy retained by the PPSO. Navy Personal Property Shipping Offices (PPSOs) should provide assistance to contractors for unpaid invoices that are outstanding for more than 60 days after submission by the contractor. DFAS has a WEB site, WWW.DFAS.MIL that can be used by the contractor, which will provide payment information on invoices that have been paid for a period of 30 days after the payment date. The contract/BOA number is needed to verify the status of an invoice on the DFAS WEB site. If after 60 days the paying office and/or the shipping office cannot determine the status of the original invoice, a copy of the original invoice shall be re-certified and resubmitted to the paying office for payment. The PPSO has 5 working days to certify and forward invoices to the appropriate DFAS location or Service's payment office (See Marines and Coast Guard below).

★ *Any change(s) made to the local vendor invoice submission process by DFAS that was not disseminated or supported by the Military Traffic Command and/or NAVSUP should be immediately reported to NAVSUP, Code 53.*

B. DPM/Vendor Invoices. The PPSO or assigned Contracting Officer's Representative (COR) shall review all DPM/Vendor Pay invoices for correctness, annotate the DD Form 1299 or DD Form 1155 with the contract number, order number, invoice number, chargeable line of accounting and certify services were received and accepted. The original and two copies of the vendor's invoice with the applicable signed original of the DD Form 1155 or DD Form 1299 are forwarded to the appropriate DFAS location or Service's payment office (See Marines and Coast Guard below).

C. NTS Invoices. All NTS invoices shall be generated via TOPS. All quarterly invoices will be available for the contractor between the first and fifth working day after the end of the quarterly billing cycle. Upon receipt of the TOPS generated invoice from the contractor, PPSO will make verifiable changes noted by the contractor, sign and forward to the proper payment office. All Service Orders for Household Goods (DD Form 1164) must be completed and distributed in accordance with the DTR, Part IV, Chapter 406.

D. Distribution of Invoices

1. **Navy.** Invoices will be forwarded to the appropriate DFAS/OPLOC for payment. A copy of all invoices that include excess costs incurred by Navy shippers must be forwarded (by fax or mail) with supporting documents (DD Forms 1299, 1155 or 1164 and orders) to NAVTRANS.
2. **Marine Corps.** Invoices will be forwarded to Comptroller, Transportation Voucher Certification Branch, 814 Radford Blvd, Suite 20318, Albany, GA 31704-0318.
3. **Air Force and Army.** Invoices will be forwarded to the appropriated DFAS/OPLOC.
4. **Coast Guard.** Invoices will be forwarded to Coast Guard Finance Center, Attn: HHG Section, 1430A, Kristina Way, Chesapeake, VA 23226-1000.

N2003 QUALITY ASSURANCE INSPECTIONS

Navy PPSOs shall perform daily inspections of personal property shipments. PPSOs shall inspect, at a minimum, 25% of "all" personal property shipments monthly. Shipments to consider for inspection include GBL HHG and UB, DPM UB, HHG and LOCAL moves, NTS, Mobile Homes, Boats and Claims. Phone surveys maybe included but must not exceed 1/3 of all inspections. Phone surveys should be considered primarily for domestic shipments and inbound shipments. Inspections should be performed during packing, pickup, delivery or delivery from storage with the primary focus on outbound shipments and "problematic" carriers/contractors. When a phone survey is performed the PPSO shall note on the DD Form 1780, "Inspection performed by Phone Survey".

N2004 NAVY LOCATOR

- ★ *The Navy Worldwide Locator at Navy Personnel Command (NPC) provides current duty/residence address for active duty/recently separated or retired members. Routine requests can be faxed to 901-874-2851/DSN 312-882-2851 or mailed to NPC, Code 312E, 5720 Integrity Drive, Millington, TN 30805-3120. All written requests must be on government letterhead, state the purpose of the request, and contain the statement: "The following information is being requested in the performance of official government business." In emergency situations PPSOs*

may call NPC at 901-874-3383 (primary) or 901-874-3364/DSN 312-882-3364 (alternate) for address information.

In instances where the member has been separated from all duty (regular and reserve) for more than 18 months, a request for address must be forwarded in writing to the National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132-5100.

N2005 REIMBURSEMENT OF INSPECTION AND TREATMENT OF GYPSY MOTHS

The Department of Agriculture (USDA) has the authority to impose civil penalties against individual owners and carriers found to be moving outdoor household articles (OHA) that harbor life forms of the gypsy moth. Members who choose to self-inspect and, if necessary, treat their own property may be subject to fines if a later inspection reveals life stages of the gypsy moth are present.

All shipments (domestic, international, non-temporary storage (NTS) or storage-in-transit (SIT) at origin) picked up in high-risk areas, must be inspected prior to movement. It is most important that counselors ensure members moving out of a gypsy moth risk area are properly counseled as to which shipments will be affected and that it is the member's responsibility to obtain and provide to the carrier a certificate of inspection, when required.

The cost of inspection for gypsy moths is a reimbursable expense for both civilian and military members. Navy members may also claim reimbursement for necessary treatment of gypsy moths.

N2006 RETENTION OF PERSONAL PROPERTY RECORDS

All personal property shipping and receiving records must be retained at the local activity for a minimum of 4 years. Records exceeding the 4 years retention period may be disposed of by the local PPSO. See Disposal of Navy and Marine Corps Records (SECNAVINST 5212.5 series).

N2007 PROCUREMENT, USE AND CONTROL OF GOVERNMENT OWNED TYPE I OR TYPE II HOUSEHOLD GOODS BOXES

A. PROCUREMENT. The procurement, initial distribution and redistribution of Type I demountable household goods boxes and Type II demountable household goods boxes is under the control of the Commanding Officer, NAVTRANS. Local procurement will not be made without prior approval of NAVTRANS.

B. USE. Demountable and non-demountable household goods boxes manufactured in accordance with Federal Specification PPP-B-580 will be used only for household goods and unaccompanied baggage of personnel who are entitled to shipment or storage under the authority of the JFTR, Volume I and JTR, Volume II. Household goods boxes procured, positioned or repaired by funds administered by NAVTRANS will be used exclusively for personal property shipment and/or storage of U.S. Navy military

personnel. Household goods boxes received with inbound shipments will be utilized for shipments, regardless of service, on a first come first served basis. In instances when inbound boxes are not available for outbound non-Navy military, Army, Air Force or Marine Corps sponsored shipments, the packing and crating contractor may be authorized by the PPTO to construct the required shipping boxes and the costs thereof will be charged to the accounting data shown in the member's permanent change-of-station (PCS) orders. In those instances when inbound boxes and/or the packing and crating contractor constructed boxes cannot be obtained, a special message report will be submitted to NAVTRANS, citing the circumstances and requesting authority to utilize NAVTRANS controlled boxes. Such use will be subject to reimbursement by the service concerned for the procurement, positioning, and/or repair cost as may be applicable to the boxes actually utilized. Government HHGs boxes will be used for shipments being returned to CONUS for non-temporary storage and for those lots being stored in Government facilities.

C. HOUSEHOLD GOODS BOXES INVENTORY RECORD. PPTOs will maintain a current inventory record of all Government owned HHG boxes (Type I and II). The inventory record will contain the following data:

1. Number of boxes on hand at the beginning of the month.
2. Actual number of boxes received during the month.
3. Number of boxes surveyed during the month (unfit for reuse).
4. Balance (ready for issue) at the end of the month (number on hand, plus number received, minus number used, minus number unfit).
5. Number of boxes being used for storage of HHGs, if applicable.

D. REPORT OF USE OF GOVERNMENT OWNED HOUSEHOLD GOODS BOXES (NAVSUP REPORT 4050-10)

1. Report Format. PPTOs will submit a requirement report to NAVTRANS. The inventory record, maintained in accordance with subpar. C will be used to prepare the report and forecast future requirements for Government owned Type I and II household goods boxes. The report will contain the following data:
 - a. Actual number of boxes on hand on reporting date.
 - b. Estimate of the numbers of boxes that will be on hand on the first day of the reporting period.
 - c. Estimated receipts for each month of the reporting period.
 - d. Estimated usage of each of the reporting periods.
 - e. Number of boxes that must be supplied to fulfill requirements (estimated number of boxes on hand, plus total estimated receipts, minus total estimated usage only when negative results are obtained).
 - f. Number of boxes determined to be excess and available for repositioning on reporting date.

- g. Number of boxes for which storage space is available (indicate government or commercial), cost per box for local procurement of Type II boxes and of rehabilitation in preparation for shipment for repositioning purposes (cost will be determined from pack and crate contract or other reliable source - indicate source from which cost is derived).
- h. Total boxes surveyed during previous reporting period.

E. Time Frames

OCONUS Activities (including Alaska and Hawaii):

Submit Reports	Covering Period
January	April, May, June
April	July, August, September
July	October, November, December
October	January, February, March

CONUS Activities:

Submit Reports	Covering Period
January	April, May, June July, August, September
July	October, November, December, January, February, March

Any unusual requirement or un-projected excess of boxes is reported to NAVTRANS on an "as occurring" basis.

F. CONTROL. Activities receiving shipments in Type I or II household goods boxes will ensure that contractors either return all such boxes to the nearest naval activity or retain the boxes for future shipments. The PPTO may authorize a Navy contractor to have on hand a quantity of Type I or II household goods boxes to meet future requirements. In such instances, the transportation officer will ensure that the contractor maintains a record of the boxes received and used. Transportation officers will verify monthly, the quantity of contractor held Government owned household goods boxes on hand. Government owned household goods boxes will be stored under cover at all times to hold deterioration to a minimum. Repairs will be made to Government owned household goods boxes when practical to render them fit for reuse. When inspection reveals individual boxes should be surveyed because of conditions beyond economical repair, disposition will be handled locally.

NAS* 17*1405.225A (OBJ) (FAN) G 000022 AR AS*125 AS*876543210

TAC _____ *Fiscal Year									
Appropriation _____ *Fiscal Year									
Subhead _____									
Object Class: _____ 022 Transportation of Things 025 Non-temporary Storage									
Functional Account No. 74476 Contractual Services of packing, crating, drayage, or hauling, temporary storage, and unpacking of HHG not covered by PPGBL or NTS. 74477 Contractual Services for NTS of HHG including packing, handling, drayage, or hauling, and unpacking incident to NTS and not covered by PPGBL. 74483 Self-Procured Move. 74576 Contractual services for preparation and storage of POV									
Rank/Rate Code _____									
Accounting Activity _____									
Customer Identification Code (CIC) _____									
Cost Code _____									

C. Conversion on Navy Enlisted Specialty Rating Abbreviations to Pay Grade.
 The abbreviations for Navy enlisted (specialty) ratings contain various alpha and alphanumeric combinations consisting of two to five digits. Rating abbreviations which contain three or more digits may be converted to pay grade with the last digit(s) of the abbreviation ends as indicated in the following example:

<u>Last Digit(s)</u>	<u>Rate Title</u>	<u>Grade</u>
3	Petty Officer Third Class	E-4
2	Petty Officer Second Class	E-5
1	Petty Officer First Class	E-6
C	Chief Petty Officer	E-7
CS	Senior Chief Petty Officer	E-8
CM	Master Chief Petty Officer	E-9

D. Rank or Rate Code. The following lists the one-digit alpha code used to designate the rank or rate of the member.

<u>Classification</u>	<u>Paygrade</u>	<u>Rank/Rate Code</u>
Enlisted:		
Recruit.....	E-1	A
Apprentice	E-2	B
Seaman	E-3	C
Petty Officer 3rd Class		
(2 years or less service)	E-4	D
Petty Officer 3rd Class		
(Over 2 years service)	E-4	E
Petty Officer 2nd Class	E-5	F
Petty Officer 1st Class.....	E-6	G
Chief.....	E-7	H
Senior Chief	E-8	J
Master Chief	E-9	K
Warrant Officer - 1	W-1	L
Chief Warrant Officer - 2	W-2	M
Chief Warrant Officer - 3.....	W-3	N
Chief Warrant Officer - 4.....	W-4	O
Midshipman		Q
Commissioned Officers:		
Ensign (ENS).....	O-1	R
Lieutenant, Junior Grade (LTJG)....	O-2	S

Lieutenant (LT)	O-3	T
Lieutenant Commander (LCDR).....	O-4	U
Commander (CDR).....	O-5	V
Captain (CAPT)	O-6	W
Rear Admiral, Lower (RADM)	O-7	X
Rear Admiral, Upper (RADM)	O-8	X
Vice Admiral (VADM)	O-9	X
Admiral (ADM).....	O-10.....	X

E. Dual Funding. Some Navy PCS orders involving training (TEMDUINS-Temporary Duty Under Instructions) of less than 20 weeks contain two funding citations, a PCS accounting spread and a TEMDUINS per diem accounting spread. All costs in connection with storage and/or transportation of personal property are properly chargeable to the PCS accounting data. The TEMDUINS accounting data is for per diem purposes only.

F. Shipments Via Military Sealift Command (MSC) and Air Mobility Command (AMC). The costs of Navy sponsored shipments moving in MSC ocean services and AMC air services is charged to the TAC shown in the Transportation Control Movement Document (TCMD).

N3001 FUNDING OF PERSONAL PROPERTY GBL SHIPMENTS FOR OTHER SERVICES

A. Army Funding. The movement designator code (MDC) cited on the orders must be used on moves by PPGBL. When personal property services are procured by a Navy activity for an Army member, DFAS Indianapolis, IN, is the designated payment office. The costs of contracted services are charged to the appropriation 21(FY) 2010 and a 5-digit bureau control number. The fiscal year designator is the 4th digit in the MDC. The bureau control number is the 4-digit MDC plus “3” for personal property services and “6” for non-temporary storage services.

B. Air Force Funding. When personal property services are procured by a Navy activity for an Air Force member, the seven-digit ATAC as cited on the orders must be used on moves by PPGBL. The cost of contracted services for an Air Force member is charged to the appropriation and subsidiary accounting data cited in the member’s orders. DFAS Indianapolis, IN, is designated as the payment office.

C. Marine Corps Funding. When personal property services for movement of HHG, UB, and POVs are procured by a Navy activity for a Marine Corps member use the following.

1. For Military Personnel Marine Corps (MPMC) Funded Orders refer to Marine Corps Bulletin 4610, Section VII. Note: All AAA numbers of “000027” are

changed to "067443" in accordance per instructions from CMC Washington DC//LFT// message dated 090139ZMAR98.

2. The applicable lines of accounting, including the transportation accounting data - TAC, relative to the movement of HHG and PE for Reserve Personnel Marine Corps (RPMC) are:

- a. Enlisted - Initial Months Training
17_1108.2731 022 21631 0 067443 2D 000000
M4A700074604
- b. Officer - School Training
17_1108.2732 022 16631 0 067443 2D 000000
M4A800074504
- c. Enlisted - School Training
17_1108.2732 022 16631 0 067443 2D 000000
M4A900074604
- d. Officer - Special Training
17_1108.2732 022 21632 0 067443 2D 000000
M4B800074504
- e. Enlisted - Special Training
17_1108.2732 022 21632 0 067443 2D 000000
M4B800074604
- f. Officer - Active Reserve
17_1108.2732 022 31632 0 067443 2D 000000
M4D900074504
- g. Enlisted - Active Reserve
17_1108.2732 022 31632 0 067443 2D 000000
M4D900074604

MCLB, Code 470, 814 Radford Blvd., Albany, GA 31704-1128 is designated as the payment office.

D. Coast Guard Funding. When personal property services are by a Navy activity for a Coast Guard member, the cost of services is charged to the appropriation cited in the member's orders. The finance center at C.O. US Coast Guard Finance Center, ATTN: HHG, 1430-A Kristina Way, Chesapeake, VA 23326-1000 is designated as the payment office.

CHAPTER 4**HHG SHIPMENT UNDER TEMPORARY DUTY ORDERS****N4700 HHG SHIPMENT AND STORAGE UNDER TDY ORDERS (U4700)****N4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS (U4705)****N4710 BASIC ENTITLEMENT (U4710)****N4715 LIMITATIONS (U4715)****N4720 METHODS OF SHIPMENT (U4720)****A. Household Goods (See N5320-A)****B. Unaccompanied Baggage (See N5320-B)****C. Temporary Change-Of-Station Weight Allowance Shipments for Groups and Units, Under Either Individual or Group Temporary Additional Duty Orders, Consolidated for Transportation**

PPTOs may consolidate shipments for individual member's temporary change-of-station weight allowance. Such consolidation may include property for members of units or groups traveling under individual or group temporary additional duty orders. Generally, direct procurement method (DPM) allows the flexibility necessary to achieve these types of consolidations. However, any shipment mode determined to be more cost effective might be used provided the selected mode meets the member's needs. PPTOs must have an inventory prepared showing the following information for the personal property or HHG of each member within the consolidation:

1. Member name, rank/rate, social security account number;
2. Kind of items;
3. Number of items or pieces;
4. Gross weight.

A copy of each inventory containing the preceding information must be attached to the original DD Form 1299 and forwarded to NAVTRANS. A single DD Form 1299 must be prepared and signed by the personal property transportation officer supported by copies of the individual or group TAD orders. Names of members on the orders who do not have property in the consolidated shipment must be lined out.

N4725 FACTORS AFFECTING TDY HHG TRANSPORTATION (U4725)**N4735 WHEN EXCESS CHARGES ARE INCURRED (U4735)****N4740 CALLED (OR ORDERED) TO ACTIVE DUTY (U4740)**

N4745 PCS WITH TDY ENROUTE (U4745)**N4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT (U4750)****N4755 INDETERMINATE TDY (U4755)**

The provisions of JFTR, par. U4755 apply for Navy members only when orders clearly indicate temporary duty as being "indeterminate".

N4760 TDY PENDING OCONUS ASSIGNMENT OR TO A VESSEL (U4760)**N4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING, OR REACTIVATING A VESSEL (U4765)**

★ *For list of vessels specified as unusually arduous sea duty see SECNAVINST 4650.19 (series) APP C.*

N4770 STORAGE IN CONNECTION WITH TDY OR DEPLOYMENT (U4770)

A. Special Storage in Connection with Temporary Duty (TEM DU) or Deployment for More than 90 Days. Upon written approval by the member's commanding officer, special storage may be arranged. This special storage is intended for members who must vacate Government or off-base quarters ashore during deployment. Special storage ordinarily is limited to members who do not draw a housing allowance (BAH or OHA) or who will lose entitlement to the housing allowance during TEMDU or deployment in excess of 90 days. Storage is authorized for:

1. Members who have always resided and will continue to reside separately from their dependents during the current tour of duty, and
2. Single parents that have dependent children residing with them and must send children to live with designated guardian during TEMDU or deployment in excess of 90 days.

The Chief of Naval Operations has adjusted major claimant funding authority to provide for the estimated cost of this program. Funding and accounting guidance should be obtained by commanding officers through the appropriate chain of command. Upon receipt of funding and accounting data, commanding officers must issue letters of authorization for eligible members desiring special storage. See sample letter in Appendix A, figure 1.

N4775 SHIPMENT OF HHG AFTER STORAGE (U4775)

CHAPTER 5

PART A: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND
NON-TEMPORARY STORAGE (NTS)

N5300 GENERAL (U5300)

N5305 ELIGIBILITY (U5305)

N5310 BASIC ENTITLEMENT (U5310)

A. Orders In Combination (See JFTR, par. U5310-A3b)

When a member receives permanent change-of-station orders, entitlements accruing under previous orders to shipment and storage are no longer valid except when requesting shipment from previous PDS or authorized designated location.

Directive and Permissive Orders Combined: The use of previous change-of-station orders permitted by JFTR, par. U5310-A includes combining permissive authorizations (no cost to the Government) with previous directive orders (containing appropriation data), limited to the weight allowance and *constructed cost authorized by the directive orders, and provided there is a remaining entitlement under the directive orders*. Property shipped must have been acquired prior to the effective date of the directive orders to be eligible for shipment.



B. Professional Books, Papers & Equipment (PBP&E) (U5310-C)



PPSOs must counsel customers to always declare PBP&E when allowed by JFTR, par. U5310-C. Members must declare an estimated weight of PBP&E at origin/time of counseling to receive credit for PBP&E. In addition member should ensure PBP&E are segregated from other HHG for packing, marking, and weighing, and identified on the inventory. NAVTRANS may credit PBP&E “after the fact” when it can be determined that the member did in fact declare PBP&E and extenuating circumstances prevented proper designation/handling of these items at origin.

A personal computer with accessories may be declared as PBP&E if used in the performance of official duties. Refer to JFTR and JTR, Appendices A.

C. Services (U5310-I)

1. Extra Pickup, Stop-Off and/or Delivery. Transportation of HHG also includes an extra pickup at origin and/or an extra stop-off at destination, if within the local commuting area of the origin or destination shown on the PPGBL. This authority is limited to use only once in connection with a shipment or shipments made under a single shipment authority, i.e., regardless of the number of

Shipments made by the member incident to his or her permanent change of station orders. A maximum of only one extra pickup (other than from NTS or pickup of PBP&E from the workstation), one extra stop-off and one partial delivery may be authorized at Government expense. When the service is provided for under the MTMC tariff, the ITO authorizes the appropriate charges at Government expense by entering the following annotation in the remark section of the PPGBL:

"Extra pick-up (and/or delivery) authorized at Government expense. Items designated for extra delivery/stop-off must be inventoried and loaded in a manner that permits ready access at destination."

An extra pickup from authorized non-temporary storage or for PBP&E at workstation is not an extra pickup for entitlement purposes and does not negate the member's entitlement for an extra pickup at another location. The member must be counseled that the HHG designated for partial delivery/stop-off or partial delivery from storage-in-transit should be separated at origin, packed separately, and all copies of the inventory clearly marked to reflect which inventory items are to be delivered. The member will not be allowed to remove individual items from a packed carton, container, wardrobe, etc.

2. Shipment to a Destination within Commuting Area of Duty Station (JFTR and JTR, Appendices A). Shipments that have arrived at the destination shown on the personal property bill of lading may be delivered from storage-in-transit, at Government expense, to a residence from which the transferee commutes or intends to commute provided:

- (a) The transferee is assigned to a shore duty station and commutes daily from such residence to the regular duty assignment; or
- (b) The transferee is assigned to sea duty and commutes daily from such residence to the regular duty assignment while the vessel is in the homeport; or
- (c) The shipment is to a destination within the daily commuting area of:
 - Home of record/place from which ordered to active duty,
 - Home of selection,
 - Designated place or location.

Personal Property Transportation Officers may approve requests provided the member signs the following statement endorsed by the commanding officer, "I, (name) will be commuting daily from (complete delivery address) to my permanent duty station (location of PDS)." The commanding officer's endorsement must certify the member will be commuting daily and does not maintain a residence (BOQ/BEQ) at the PDS.

N5315 ADMINISTRATIVE WEIGHT LIMITATIONS (U5315)

★ *Administrative weight limitations do not apply unless stated in the member's orders.*

N5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED (U5317)**N5318 RE-TRANSPORTATION OF THE SAME HHG (U5318)****N5320 METHODS OF TRANSPORTATION (U5320)****A. Household Goods**

1. **Comparative Cost of Shipment.** Comparative costs of the various transportation modes must be made for every shipment. The selected mode must be the one providing the required services satisfactorily at the lowest overall cost to the Government.

2. **Air Shipment.** Commercial airlift acquired directly or as part of an International Through Government Bill of Lading (ITGBL) shipment, may be used when cost effective or if both surface and AMC transportation between other than hard-lift areas do not satisfy the member's shipment requirements.

3. **Air Eligibility Criteria.** In evaluating the need for air shipment, the primary consideration is the actual date the member needs the property. In determining the air eligibility of HHG shipments, the PPSO must consider all factors available including the following planning factors:

- a. Earliest date the member can release the shipment;
- b. Total transit time of the member and/or dependents including leave, travel and proceed time, and TAD/TDY;
- c. Port call date of member and/or dependents (if available);
- d. Minimum surface transit time from origin to destination based on DTR, Part IV.
- e. Average length of time to acquire housing once member has arrived at new duty station.

If after considering the preceding factors, the PPSO determines air shipment is the preferred alternative, air clearance must be obtained from the appropriate air clearance activity (ACA) (DOD 4500.32-R, Vol 1, Appendix J).

4. **Air Clearance Authority (ACA).** The ACA ensures that each shipment meets the air eligibility requirements and in addition, considers alternate

5. Transportation modes, frequency of service, transit time, and comparative costs. The ACA advises the PPSO as to whether commercial or military airlift should be used, and provides routing assistance, consignment instructions, and an air control release number for all shipments cleared for air movement.

6. Designated ACAs.

a. Shipments Originating in CONUS (DOD 4500.32-R Vol. 1, Appendix J-5).

b. Shipments originating OCONUS (DOD 4500.32-R, Vol. 1, Appendix J-7).

B. Unaccompanied Baggage (UB) (U5320-B)

1. Expedited Mode.

a. UB shipments meeting the following criteria must be shipped using an expedited transportation mode, i.e., Federal Express, Roadway Express time-critical services, US Postal Express, commercial air, etc.

1) The member must have an entitlement.

2) Use of an expedited mode is necessary to meet the member's requirement of delivery within 3-7 days (CONUS) or 10-14 days (OCONUS).

3) The UB is being shipped to the authorized duty station for use by the member.

b. The member may choose to have shipment consigned to direct delivery address or to destination Direct Procurement Method (DPM) contractor. If shipped to a DPM contractor, upon arrival the member must take immediate delivery when the contractor offers the shipment.

c. When preparing the DD Form 1299, annotate in the remark section, Block 13, the following statement: "Shipment being shipped by expedited mode, no GBL issued." Emphasize the statement for Visibility. Also, indicate in block 13, whether the member requested direct delivery or delivery by the destination DPM contractor.

d. Book the shipment as an outbound UB shipment under the additional services clause of the DPM contract, third party services. The third party services are the costs of the expedited transportation mode. Additionally, when placing the oral order, the contractor must be instructed to prepare the shipment for movement as required by the selected mode. The contractor must bill the government for the requested/required third-party services on an invoice supported by the paid receipt/invoice from the Carrier.

- e. The DPM contractor must place a copy of the member's orders in each carton. In accordance with the DPM contract, each carton must have a standard label on it. The ship-to address (members direct delivery address or the destination of DPM contractors delivery address) must be provided at time of booking and followed up in writing to the origin contractor prior to the shipment being picked-up from the member.
- f. Since this is an expedited shipment mode, a copy of the DD Form 1299 and orders must be faxed to the responsible destination PPSO. The destination PPSO must ensure expedited delivery by the DPM contractor.
- g. The member may elect to personally-procure an expedited shipment mode by any means, i.e., Greyhound bus, Fed Ex, etc., under JFTR, pars. U5320-D and NAVSUP PUB 490, par. N5320-D.

2. Between Points within CONUS. When a member ships HHG within CONUS, the UB shipment ordinarily is included with the bulk HHG shipment if the transit time satisfies the member's needs.

3. Between CONUS and OCONUS, and Between OCONUS Areas. Upon receipt of PCS orders to an OCONUS area, a Navy member is authorized shipment of UB without weight limitation, provided all items meet the criteria as defined in JFTR, Appendix A. If the transit time for bulk HHG shipment meets the RDD determined for the UB, UB should be included with the HHG shipment. The carrier must pack the UB into one or more containers for easy location and delivery to the member. Nonessential items and items available at the new duty station in temporary lodging allowance quarters should not be shipped as UB.

4. To Deployed Ships or Squadrons. UB for personnel ordered to deployed ships or squadrons may be shipped by air directly to the location of the deployed ship or squadron, provided that surface transportation will not meet the required delivery date. The Navy ACA at NAVTRANS, Norfolk, provides clearance, consignment and routing instructions.

C. Government Procured Transportation (U5320-C)

D. Personally-Procured Transportation and NTS (U5320-D)* **For DOD Civilians, refer to Chapter 8 of this regulation.**

An eligible member or next of kin in the case of a member's death may personally arrange for transportation and/or NTS of HHG. An advance allowance may be authorized by the PPSO. There is no restriction to the type vehicle or ownership of the vehicle used to move authorized HHG. When assisting members requesting transportation under Personally Procured Transportation, prudent traffic management should be exercised, i.e., small shipments (under 250 lbs.) suitable for mailing (express

or otherwise) should be handled as such. Multiple or split shipments under JFTR, par. U5320-E applies. *Active duty Navy personnel must submit all reimbursement or liquidation claims for Personally Procured Transportation and/or NTS of HHG to NAVTRANS, 1837 Morris Street Suite 600, Code 012.3 Norfolk, Virginia 23511-2806, for final settlement.*



1. Government Procured HHG Transportation and/or NTS Not Available. Shipment made under JFTR, par. U5320-D1a or b...PPSO is not available or the member is instructed by the PPSO to make shipment at personal expense. Member is authorized reimbursement of actual cost for authorized transportation and/or NTS services for actual weight moved or authorized weight allowance whichever is less. **See JFTR, pars. U5340-E, U5380 and Appendix A.** An advance allowance is authorized provided the member furnishes the PPSO with a written estimate. The Advance allowance is not limited to a Government Constructive Cost. The Advance allowance authorized is the amount equal to the estimated authorized transportation expenses as defined in JFTR, Appendix A, and must not include unauthorized services, reference JFTR, par. U5340-E. No incentive payment is authorized.

2. Government Procured Transportation and/or NTS Available. (U5320-D2)

When a PPSO is available and the member chooses to personally arrange for HHG transportation or NTS at personal expense the member is entitled to:

- a. Reimbursement limited to actual cost not to exceed 100% of the government's constructed transportation and/or NTS cost, not to exceed actual weight move or weight allowance whichever is less. An advance allowance is authorized provided the member furnishes the PPSO a written estimate. The advance allowance is limited to the estimated authorized transportation and/or NTS; not to exceed 100% of the government constructed cost. No incentive payment is authorized, or
- b. Payment of a monetary allowance of 95% of the governments constructed cost. An advance allowance is authorized limited to 60% of the government's constructive cost.

NOTE: If after member completes the move and authorized expenses exceeds the 95% monetary allowance, member may file for reimbursement not to exceed 100% of the Government Constructive Cost (GCC) based on actual weight moved or weight allowance whichever is less.

3. Counseling. The PPSO must ensure member is fully counseled on all entitlements to Personally Procured Transportation and/or NTS. PPSOs will use the DD Form 2278 to counsel, authorize advance allowance (JFTR, par. U5385) and

movement of HHG and/or NTS of HHG utilizing the personally procured method. PPSO must also ensure members are counseled on the following:

- a. Procedures for filing or liquidating claim for reimbursement.
- b. Liability for excess cost (JFTR, par. U5340).
- c. Claims for loss and damage. The government has no liability for loss or damage on personally procured transportation. Recommend member purchase insurance coverage. However, insurance coverage is not a reimbursable expense.

Personally Procured transportation to, from and between OCONUS sites is strongly discouraged because of potential Customs/Duty requirements. Note: See JFTR, par. U5320-D.

4. Application for Personally Procured Move. Without exception, the PPSO shall provide the member a written statement on the DD Form 2278 indicating the following:

- a. Member is entitled to reimbursement under U5320, D1 or D2a or b.
- b. The constructed cost (when applicable). See sub par 5 below.
- c. The advance allowance authorized (when applicable).

The PPSO shall ensure an advance copy of application and orders are forwarded to NAVTRANS.

Members requesting reimbursement for Personally Procured Transportation and or NTS without prior authorization from a PPSO must submit claim for reimbursement to NAVTRANS for final settlement. See N5320-D.10 (d) for required documentation.

5. Constructive Cost. PPSOs must calculate the constructed cost as follow:

- a. Inter and/or Intra Move: Use the established line haul rates listed in the Domestic Rate Solicitation Section 3, plus a packing allowance of \$10.00 per hundred weight
- b. NTS: Use the rates of the lowest cost NTS contractor.
- c. Local Moves: DPM Local move Rate.

★ *NOTE: GCC is based on actual constructed net weight of HHG for shipments less than 500 lb.*

6. Establishing HHG Weight. Unless specifically authorized to use constructive weights, the member must be advised that legible weight tickets are mandatory. Commercial carriers normally do not furnish weight tickets to commercial customers, the member must request weight tickets. Obtaining a single weight ticket showing the individual gross and tare weight is acceptable. For intra-city moves involving several trips using the same vehicle, only one tare weight ticket is necessary, but separate gross weight tickets are required for each load. Certified weight tickets are to be obtained from Government, commercial or public scales. To ensure proper identification of the weight tickets and subsequent payment of the member's incentive allowance, it is essential the following information be included on each weight ticket.

- a. Imprint or official stamp with name and location where obtained.
- b. Signature and title of official certifying the weighing.
- c. Legible imprint of the weight and date recorded.
- d. Member's name, rank and social security number.
- e. Identification of vehicle weighed. Members should be advised to retain a copy of the weight tickets for their records.

7. Method of Weighing. Weight tickets must be obtained as described below:

a. Trucks and POVs. Driver and passenger must be out of vehicle and gas tank must be full on both weighing. The member should make every effort to weigh the entire vehicle at one time, either on a large platform scale or on two or more smaller scales.

b. Trailers. Driver and passengers must be out of the towing vehicle and trailer. The weight of the trailer is part of the tare weight for all trailers except utility trailers. The tare weight of camper trailers/5th wheel travel trailers must include all factory installed appliances and equipment. *The weight of a utility trailer is part of the net weight of a shipment. For moves involving multiple trips, this weight may only be counted once. It is part of the tare weight on all subsequent trips connected with that move.*



8. Constructive Weights (U5320-D3b). The use of constructive weights may be approved by the PPSO ONLY in the following situations:

- a. When the member moves between Government quarters on the same activity or installation and on base Government scales are not available.
- b. When a member makes a local move originating on a weekend, on a legal holiday, on a Friday, or on the day before a legal holiday, if all weight

stations are closed and the transportation officer considers providing weight tickets to be inappropriate.

c. When a member moves between duty stations in close proximity to each other as defined in U5355-B1, and adverse weather conditions, e.g., snow, ice, flooding, existed during the entire period of the move.

d. When a member moves between installations in close proximity over a weekend, if all weight stations are closed and the transportation officer considers providing weight tickets to be inappropriate.

e. When there has been a loss of personal property through fire, theft or accident while property was located on the rental vehicle.

The use of constructive weights requires prior approval by the PPSO. When the member moves under subpar. 8c above, when prior approval was not possible, the member will be required to provide evidence of the adverse weather conditions to NAVTRANS. Such evidence may be a statement from the PPSO verifying that such conditions existed. When the member moves under the conditions of subpar. 8e, a police report is required. When members are overweight as a result of doing a PERSONALLY PROCURED move in conjunction with a conventional move, consideration of the ten percent packing allowance on the PERSONALLY PROCURED portion will not apply, since the constructive weight is considered the actual weight moved.



Note: The use of a constructive weight may be authorized by NAVTRANS when unusual circumstances occur that prevented or made obtaining weight tickets impractical or impossible. Any claim for reimbursement without weight tickets must be submitted per the instructions in subpar. 9 below.

9. Documentation for Use of Constructive Weights. Constructive weight will be based on 7 lbs. per cubic foot. Members should be counseled to prepare a DD Form 1701 (Household Goods Descriptive Inventory) or, if not available, a locally developed inventory, and submit it to NAVTRANS to support claim. When the member moves under sub-pars 8c and e, where prior approval was not possible the member must submit evidence such as a statement from PPSO or Police Report in the case of loss of property. All constructive weights estimated will be subject to verification by a personal property officer upon request from NAVTRANS.

10. Final Settlement. The member is responsible for providing the following documentation to NAVTRANS to support a claim under JFTR, par. U5320. For Civilians, see Ch. 8 of this regulation.

a. U5320-D1a or b...government procured HHG transportation and/or NTS not available.

- 1) DD Form 2278 with statement by the PPSO authorizing reimbursement under the appropriate subpar. under JFTR, par. U5320-D.
- 2) Applicable orders.
- 3) DD Form 1351-2.
- 4) The costs of direct hire (itemized invoice) or rental of a conveyance (contract) with or without operator and any other receipts for authorized expenses.
- 5) Certified weight tickets both empty and loaded, or authorization to use constructive weights except for local moves, (N5320 D8) written approval from NAVSUP is required under JFTR, par. U5320 when member is requesting authorization to use constructive weights).

b. U5320-D2a...government procured transportation and/or NTS available.

- 1) DD Form 2278 with statement by PPPO/PPSO authorizing reimbursement under JFTR, par. U5320-D2a.
- 2) Applicable orders.
- 3) DD Form 1351-2.
- 4) The costs of direct hire (itemized invoice) or rental of a conveyance (contract) with or without operator and receipts for any other authorized expenses.
- 5) Certified weight tickets both empty and loaded or authorization to use constructive weights except for local moves, (N5320 D8) written approval from NAVSUP is required prior to moves made under JFTR par. U5320 when a member is requesting authorization to use constructive weights).

c. U5320-D2b...government procured transportation and/or NTS available.

- 1) DD Form 2278 with statement by PPPO/PPSO authorizing reimbursement under JFTR, par. U5320-D2b.
- 2) Applicable orders.
- 3) DD Form 1351-2.
- 4) Operating expense receipts (gas, tolls, etc) are not required to be submitted with the settlement. **(SEE SPECIAL NOTE BELOW)** However, it is the member's responsibility to retain moving expense records for TAX purposes. Monies paid in addition to actual moving expenses may be taxable.

5) Certified weight tickets both empty and loaded or authorization to use constructive weights except for local moves, (N5320. D8) written approval from NAVSUP is required prior to moves made under JFTR, par. U5320 when a member is requesting authorization to use constructive weights).

d. Members requesting reimbursement for Personally Procured Transportation and or NTS without prior authorization from a PPPO.

- 1) Applicable orders.
- 2) DD Form 1351-2.
- 3) The costs of direct hire (itemized invoice) or rental of a conveyance (contract) with or without operator and receipts for any other authorized expenses.
- 4) Certified weight tickets both empty and loaded or authorization to use constructive weights from NAVSUP.

NOTE: If after the member completes move and authorized expenses exceed the 95% monetary allowance, member may submit a claim under JFTR, par. U5320-D2a and NAVSUP PUB 490, par. N5320-D2b using filing instructions shown in par. N5320-D10b

11. Temporary Storage (SIT). SIT is authorized in connection with shipment of HHG IAW JFTR, par. U5375. SIT costs are not applied when calculating the governments constructed cost. The member may file for storage reimbursement costs in 30, 60 or 90-day increments by submitting a paid in full invoice/receipt to NAVTRANS. No invoices/receipts will be prepaid for storage. The member will need DD Form 1857 to support storage reimbursement request in excess of 90 days. If however, the member arrives at the destination and storage is required, storage may be procured through small purchase procedures in accordance with Part 13 of the Federal Acquisition Regulation (FAR). The PPSO may designate Government warehouses or SIT warehouses. Any cost incurred due to packing or re-packing by the warehouse accepting the shipment is born by the member. In this instance, a DD Form 1351-2 must be annotated with the PPSO's approval prior to submission of the claim. In many instances, it may be cost favorable to use holding time for the rental vehicle rather than place the property in a commercial facility. Mini-storage facilities may also be used. If the warehouseman will not accept a purchase order, the member can submit a claim for reimbursement for personally procured storage.

12. Excess Cost. The member is responsible for the reimbursement of any advance allowances paid by the government if the documentation or shipment is not completed.

- a. Failure to provide certified weight ticket or approval to use constructive weight.
- b. Member over estimates his shipment.

- c. Member fails to make the move.

13. Claims for Loss and Damage. Ensure member is counseled that the Government assumes no responsibility for loss or damage to HHG moved or vehicles used under the PERSONALLY PROCURED Transportation/NTS program. Member may consider purchasing insurance to cover failure of rental and loss or damage to rental equipment. Additional insurance, if required, must be procured by the member and is not reimbursable by the Government.

N5330 FACTORS AFFECTING HHG TRANSPORTATION (U5330)

A. Improper Transportation (U5330-D).

When HHG improperly shipped, stored, or become unavoidably separated from the member, the PPO/PPSO may authorize or approve re-shipment under this paragraph. Appropriate documents must be annotated using JFTR, par. U5330-D, as authority for re-shipment.

B. HHG Transportation Before Orders Issued (U5330-G).

Reference N2001.

N5335 DETERMINING THE NET WEIGHT (U5335)

C. Exceptions (U5335-F). Deviation from Packing Allowances. Commander, Naval Supply Systems Command, SUP 53, may authorize a deviation from the standard packing allowance for Government Bill of Lading shipments under the provisions of JFTR, par. U5335-F. Requests from members for such deviations must be supported by facts showing the weight of packing material actually used exceeded the allowable percentage prescribed in JFTR, pars. U5335-B, C and D. Members should be counseled as follows:

1. Plan to move within their maximum weight allowance.
2. If there is apparent over-packing, report it to the PPSO immediately and request the presence of an inspector to observe the packing and unpacking when suspicions of overweight first arise.
3. If there is no inspector available, the member should take pictures of over-packing.
4. Ask the PPSO to have the carrier provide complete unpacking services, and to weigh the packing material. Do Not Waive Unpacking.
5. The best evidence to support a request for deviation from the packing allowance is the separate weighing of the packing material. If not possible, photos, and or inspector's comments may be used to support the request.

N5340 EXCESS CHARGES (U5340)

D. Collecting Excess Cost. NAVTRANS Norfolk, VA, is responsible for the final determination of excess costs for packing, crating, hauling, storing, unpacking, uncrating, and transporting HHG and for the final collection of excess costs from the member. In all cases involving excess costs, the responsible PPSO must notify NAVTRANS by providing copies of applicable documents e.g., DD Form 1299, GBL, DD Form 1155, DD Form 1164, etc.

1. Collecting Excess. Members must be advised any advance collection of excess costs is only an estimate and subject to audit and final determination by NAVTRANS.
2. Inbound counselors should ascertain, if at all possible, and advises the member of, the weight of all shipments under the current orders to determine possible excess weight and must notify the carrier(s) to reweigh the shipment(s) prior to delivery.
3. The member may pay by certified check, cashier's check, or money order. All collection must be credited in accordance with NAVCOMP 023304.

- ★ **B. For Members In Non-Pay Status.** *When excess costs are anticipated such costs will be calculated using estimates or actual factors if known and must be collected before property is picked-up from a residence or from storage at members expense. Property will not be picked-up and held at origin or stored pending collection of excess costs.*

The PPO/TMO/TO may waive the advance collection of excess costs only when a shipment is presently stored at government expense or under government management and continued storage causes additional costs to the government and/or financial hardship to the member. All pertinent documents and receipts for any monies collected will be forwarded to NAVTRANS for final settlement and collection action.

- ★ **NOTE:** *Estimated excess cost under \$100 is not collected by the responsible PPSO. Any waived collection of excess cost over \$100 must be reported to NAVTRANS by the PPSO for review and collection action.*

C. For Members in a Pay Status. The collection authority is NAVTRANS. PPSO must notify NAVTRANS of possible excess and document PPGBL for pay checkage review. A member may pay for excess cost prior to shipment. Amount collected must be shown on the GBL and copy forwarded to NAVTRANS.

D. Temporary Storage. All costs for temporary storage in excess of the maximum authorized time limit are the financial responsibility of the member. The member must settle directly with the storage company. Additionally, all costs for the maximum time limit for authorized temporary storage at origin are to be reported to NAVTRANS for collection from the member when shipment has not been requested during the period in which shipment could have been made at Government expense.

E. Appealing Excess Costs. The member should be advised of appeal process procedures by NAVTRANS when the member is notified of the excess cost.

1. Board for Correction of Naval Records (BCNR). The member must properly execute the "Application for Correction of Military or Naval Record" (DD Form 149) attach all supporting documentation, and forward it to Board for Correction of Naval Records, Department of Navy, Washington, DC 20370-5100. When considering an appeal, the member should be counseled to include the following factors.

- a. Were your transfer orders prepared accurately with correct TAC, pay-grade identifier code, type or length of duty?
- b. If you feel you were mis-counseled, identify the counselor by name, cite date of the interview, and forward supporting documentation such as a letter from the PPSO, an incomplete counseling checklist (DD Form 1797), and/or an erroneously prepared shipment application.
- c. Were Professional Books, Papers & Equipment (PBP&E) declared on your application? If so, were the weights annotated on the inventory and included in the computations by NAVTRANS?
- d. Was the shipment re-weighed at destination and, if so, did NAVTRANS consider the reweigh weight in the audit?
- e. Was NAVTRANS' computation mathematically correct?

F. Waiver of Indebtedness. Navy active duty members may apply for a waiver of indebtedness on excess transportation costs to DFAS Denver/FYCT, 6760 E. Irvington Place, Denver, CO 80279-7300.

G. Equalization of Costs. When weight in excess of the prescribed weight allowance is shipped at a transportation rate which is less than that applicable from the authorized point of origin to the authorized destination, equalization of costs is not allowed -- excess weight remains in excess. A lesser transportation rate than authorized is a Government gain.

H. Alternate Points. HHG may be shipped from and to any points the member desires. A shipment of less than the prescribed weight allowance to a destination subject to a higher transportation rate than that applicable to the authorized destination is also excess cost. The lesser weight than that prescribed is a Government gain. The higher cost remains in excess.

I. NTS Excess Weight: The total weight of the HHG transported plus the weight of the HHG in NTS at Government expense on the same change-of-station order shall not exceed the member's weight allowance prescribed in JFTR, par. U5310-B, Table of

PCS Weight Allowances. However, if the weight of the member's HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storing the excess weight if requested to do so by the member.

J. Multiple Shipments on the Same Set of Orders. When the member has two or more shipments on the same set of orders, excess costs are computed on the shipment (or storage) that results in the least cost to the member.

★ **K. *Transportation of Unauthorized Articles (U5340-D).***

1. Utility trailers are authorized for shipment as HHG when not restricted or prohibited by tariff.

2. Any requests for shipment of articles not clearly defined in the JFTR or JTR, as HHG should be referred to NAVSUP for guidance.

N5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS (U5345)

N5350 TRANSPORTATION UNDER PCS ORDERS TO OR FROM SEA DUTY OR OCONUS DUTY (U5350)

A. Ordered to an OCONUS PDS to which HHG Transportation is Permitted (U5350-A).

1. General. A list of areas requiring dependent entry approval can be found in Officer Transfer Manual Chapter 4 Figure 4-9 and in the Enlisted Transfer Manual, Chapter 4 Figure 4H. .

2. Members Without Dependents are not required to have entry approval but should be counseled to communicate with their prospective OCONUS commands to determine what type of living quarters they will be occupying.

B. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized Within 20 Weeks of Member's Port Reporting Month (U5350-A2).

Dependents are not issued separate travel orders. Upon receipt of authorization for dependent entry approval, HHG placed in NTS or from a residence/temporary residence can be shipped. The OCONUS command may, however, authorize shipment of the HHG prior to entry approval being granted. In these instances, the authorization from the OCONUS command replaces the dependent entry authorization as a substantiating document.

C. Ordered to an OCONUS PDS to Which HHG Transportation Will Not be Authorized Until 20 or More Weeks After the Member's Port Reporting Month (U5350-A3).

Shipment to a Designated Location in CONUS. When a member is assigned to an OCONUS station at which the member will serve an accompanied tour, and shipment of HHG is not authorized within 20 weeks shipment of HHG may be authorized to a designated location in CONUS. The DD Form 1299 must be supported by a statement from the member's OCONUS area commander or commanding officer, as follows: "It is anticipated that travel of dependents and shipment of personal property will not be authorized within 20 weeks from this date (Signature of authorized person)." Personal property transportation officers must ensure that members are advised shipment to a designated place precludes re-shipment at Government expense unless the member receives such a statement. If the member desires a portion of the HHG remain in storage for the duration of the OCONUS tour and the remainder be withdrawn from storage and shipped to the OCONUS station upon receipt of authority for travel of dependents, separate procurement documents must be issued for the separate portions of the property. Also, the special inventory/service order procedures outlined in DOD 4500.9 -R, Basic Ordering Agreement Section C-5 applies.

D. Ordered from Shore-Duty to Sea-Duty (U5350-B) Except Unusually Arduous Sea Duty

E. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances (U5350-C).

OCONUS Duty Station. Members with or without dependents, who are ordered to a restricted OCONUS duty station, indicated by item 122 for enlisted orders and item 33 in officers, or written in the clear) may not have HHG shipped to OCONUS location at government expense.

NOTE: See SECNAVINST 4650.19(series) for ships, units, and afloat staffs designated as unusually arduous sea duty or operating OCONUS for 1 year or more.

F. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances (U5350-D).

SEE NOTE in N5350-E.

G. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS (U5350-E).

H. Ordered from Sea Duty to an OCONUS Shore Duty PDS (U5350-F).

I. Ordered from Sea Duty to Sea Duty (Except Unusually Arduous Sea Duty) (U5350-G).

J. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport (U5350-H). Recommend property be shipped via parcel post directly to unit of assignment M/F member. If member elects to personally procure transportation PPSO must provide reimbursement information. For shipment by the government, see N5320.

K. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Change (U5350-I).

★ *Shipment of HHG to a designated place is not authorized if the homeport change is incident to commencement of an overhaul. Shipment to a designated place is authorized on the Homeport Change incident to completion of the overhaul.*

L. Reassignment OCONUS Before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action (U5350-J).

N5355 LOCAL MOVES (U5355)

A. General (U5355-A).

B. Short Distance Moves Incident to Reassignment or PCS (U5355-B).

★ *PCS Between PDSs Located in Proximity or Reassignment Between Activities at the Same PDS (U5355-B1). A short distance move is authorized when PCS to, from or between unusually arduous sea duty (JFTR, pars. U5355-B1 and U5222-D2). NOTE: No certification is required under these circumstances.*

★ **C. Short Distance Move and NTS Incident to Assignment or Termination of Government or Government-Controlled Quarters (U5355-C).** *To qualify for a short distance move from a temporary local residence to government quarters, members must have voluntarily placed their names on a housing waiting list upon arrival at the new PDS. (See Naval Financial Management Policy, par 07518.3b(3)(a)).*

Shipments authorized under JFTR, pars. U5360-F and U5365-G, the cost of both the move from quarters to a local address and the move to the place authorized travel or final home of selection is chargeable to the accounting data contained in the separation or retirement orders.

For NTS Entitlement see JFTR, pars. U5380-F and U5380-G

N5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM (U5360)

- ★ *Time Limits (U5360-G).* The Personal Property Transportation Officer is the designated approval authority to extend time limit. Member's must apply in writing explaining the circumstances preventing him/her from moving within first 180 days and the additional time needed.. Request should also state any hardship it would cause to member or family if they were to move within the first 180 days or immediately. Request should be accompanied with an Application for Shipment (DD Form 1299), copy of separation orders and any documentation that could substantiate request.

N5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY. (U5365)

- ★ **A.** HHG transportation is authorized to the member's Home of Selection (HOS) per par. U5130-A1. Retirees shipping to foreign countries/areas are personally responsible for all customs entry requirements and payment of all duties, taxes, and transportation costs to other than between authorized locations. Members shipping to the Republic of Philippines must be provided a copy of the General Instructions for Philippines out of the PPCIG Vol 2 or NAVSUP Pamphlet "Shipments to Republic of the Philippines".

B. Time Limits. The Personal Property Transportation Officer is the designated approval authority to extend the time limit in JFTR, par. U5365-A for members undergoing hospitalization/medical treatment, education/training, or in other deserving cases (par. U5365-D, E, & F). Education and Training includes On The Job Training (OJT) and Certification Training/Program. Members must apply in writing explaining the circumstances that is preventing him/her from making the HOS within the first year or extended time. Request must also be accompanied with copy of retirement orders and the following;

1. *Undergoing Hospitalization or Medical Treatment:* A statement on letterhead from the attending physician stating nature of treatment, commencement and projected or actual termination date of hospitalization or treatment.
2. *Undergoing Education or Training:* A statement on letterhead from the school, employer or certifying agent stating nature of training, beginning date and projected or actual termination/completion date of training.
3. *Other Deserving Cases:* Any supporting statements or documents that could substantiate request.

SEE NOTE BELOW

Note: All appeals of denials must be sent to NAVSUP via the denying PPSO with all supporting documents as noted above in sub. Para B along with PPSO's letter of denial and any previous extension approvals.

Examples of extension letters under this paragraph are located in Appendix A.

N5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES (U5370) NOTE: The Personal Property Transportation Officer is the designated approval authority to extend the time limit in JFTR, par. U5370-H6

N5372 HHG TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH (U5372)

The Personal Property Transportation Officer is the designated approval authority to extend time limit under JFTR, par. U5372-B3

N5375 TEMPORARY STORAGE (U5375)**A. General.**

1. At Origin. Temporary storage at origin ordinarily is procured under the BOA using a Service Order for HHG (DD Form 1164). A Personal Property Government Bill of Lading will not be issued until line haul movement is required. All storage documents must be annotated "Temporary Storage under the BOA". When requesting delivery to destination, the member must provide complete written disposition instructions to include delivery address, receiving agent, contact phone number, and the earliest date they can accept delivery. The PPSO prepares and signs a DD Form 1299 for shipment, annotating receipt of the member's request and the number of days of temporary storage utilized at origin. The shipment must be consigned to make sure that it does not arrive prior to the member's earliest acceptance date.

2. At Destination. The member is **entitled** to 90 days temporary storage at Government expense in connection with any authorized PCS shipment of personal property **unless** temporary storage has been utilized at origin. The destination PPSO determines the number of temporary storage days authorized and notifies the member when the property is placed in storage and prior to expiration of the storage entitlement.

B. Additional Storage Under Circumstances Beyond Member's Control (U5375-B3b).

★ *The local Personal Property Transportation Officer is designated as the authorizing/approving authority for additional Temporary Storage up to 360 days in 90-day increments. The member must submit a request for an extension on a DD1857 or letter explaining the reason with all supporting documents prior to the expiration of the 90-day period authorized. PPSO's authorize storage extension by completing Section III – "Approval" of the DD Form 1857 for each extension. Requests for extensions over 360 days must be forwarded to NAVSUP for review/approval.*

Awaiting Gov't Quarters. SIT beyond first 180 days for member's awaiting assignment to government quarters may only be approved when supported by a letter from housing officer showing assignment to quarters is impending (within next 180 days). Total days of storage may not exceed 360 days from date shipment entered storage.

Denials for extensions to time limits by the PPSO must be made in writing. When a member is denied an extension to time limits under this paragraph, the member may appeal to NAVSUP. Appeals must be in writing and forwarded to NAVSUP with all supporting documents.

C. Withdrawal and Local Move of Partial Lots of HHG from Temporary Storage (U5375-E).

Personal Property Transportation Officers are the designated authorizing/approving authority for withdrawal of partial lots of HHG. Members must be counseled to make every effort to designate items for partial delivery/stop-off at origin.

N5380 NONTEMPORARY STORAGE (U5380)

A. General. The Personal Property Transportation Officers are the designated approval authority for authorizing NTS, place of NTS and extensions to time limits under JFTR, par. U5380.

B. Place of NTS (U5380-B). HHG shipments originating from OCONUS areas and destined for NTS must be shipped via DPM as follows:

1. Shipments from the Atlantic, Mediterranean, or Near East area are consigned to FISC Norfolk, VA, per PPCIG Volume 1.
2. Shipments from the Pacific (except Alaska and Korea) area are consigned to 834th US Army Transportation Battalion, Naval Weapons Station Concord, CA, per PPCIG Volume 1.
3. Shipments from Alaska and Korea are consigned to FISC Puget Sound, WA, per PPCIG Volume 1.

★ **C. NTS as an Alternative to Transportation (U5380-C).** *The Personal Property Transportation Officers are authorized to approve NTS as an alternative to shipment when in the best interest of the Government. All approvals must be supported by relevant cost comparisons or other justification. NAVSUP should be consulted in questionable cases and all denials must be in writing. Members may appeal denials to NAVSUP Code 53.*

NTS may not be authorized as an alternative to the shipment under JFTR, par. U5370-D1 incident to advance return of dependents authorized under JFTR, par. U5240-D2h.

D. NTS Incident to Occupancy of Government or Government Controlled Quarters and Incident to Vacating Local Economy Quarters (U5380-G).

★ *Note: Items that cannot be accommodated by government quarters must be certified as excess to quarters by the housing manager/T.O.*

PPSO's should arrange for storage and pay for services as follows:

- ★
1. *When HHG are direct delivered to Government quarters or delivered from SIT to Government quarters all NTS costs are charged to the PCS line of accounting in the member's orders. Every effort should be made to identify items as excess to quarters prior to delivery to avoid additional handling and costs. In both cases, member has 15 calendar days from date of delivery to identify excess items and request NTS. The member is authorized one pickup of excess items.*
 2. *If HHG in SIT can be identified as excess prior to delivery, PPSO should approve continued SIT or convert to NTS whichever is cost favorable to the Government.*
- ★

- ★ *3. The activity managing the housing units must fund NTS when they direct members into Government housing from local economy quarters and the Government quarters cannot accommodate all HHG. New funding must be furnished for each fiscal year until HHG are released from storage.*

PART B: POV TRANSPORTATION AND STORAGE**SECTION 1: POV TRANSPORTATION****N5400 GENERAL (U5400)**

Restrictions and limitations to the shipment of POVs can be found in the [PPCIG, Volume 2](#). Procedures for shipping POVs are found in MTMC Pamphlet, [Shipping Your POV](#).

N5405 ELIGIBILITY (U5405)**N5410 POV TRANSPORTATION (U5410)**

A. POV Transportation Permitted (U5410-A). Members must have at least 12 months remaining on OCONUS tour from date POV is turned in for shipment at a VPC. NAVSUP may authorize exceptions in special cases. Requests for approval must be supported by PCS orders and overseas command certification that shipment is in the best interest of the Navy and not primarily for the member's convenience. .

B Transportation of a Replacement POV (U5410-C). The Personal Property Transportation Officer may approve replacement shipment under JFTR, par. U5410-C. Requests must be supported by overseas command certification and any pertinent documents (police report, insurance settlement, etc).

NOTE: POVs being returned to U.S. Customs Territories must meet applicable Safety Standards. Counselors must ensure customers requesting shipment of a non-conforming POV are provided a copy of the "Shipping Your POV" pamphlet and review 'NONCONFORMING POV' import requirements.

N5413 REIMBURSEMENT FOR TRAVEL FOR POV DELIVERY AND/OR PICK-UP (U5413)**N5414 TRANSPORTATION OF POVS OVERLAND BY CARRIER (U5414)**

A. Transportation of a POV Overland by Carrier Between OCONUS VPC/Port and OCONUS PDS (U5414-B). The PPSO has approval authority under this paragraph when the member's request is supported with an endorsement from the member's commanding officer.

★ **B. PCS within CONUS (U5414-C).** *The Personal Property Transportation Officer approves shipments within CONUS under U5414-C1 and U5414-C2. Requests for medical reasons must be supported by the attending physician's certification. Requests for insufficient travel time must be supported by the member's PCS order and the Commanding Officer's certification that the*

member cannot be detached from the old PDS in time to meet the Report Not Later Than Date and that shipment is not for the member's convenience.

N5415 TRANSPORTATION RESTRICTIONS (U5415)

- ★ *NOTE: Nonconforming POVs must meet various safety and environmental standards to be imported into the Customs Territories of the United States. Required modifications can be very expensive. Members should be counseled accordingly and referred to MTMC pamphlet, "Shipping your POV" for guidance on shipping non-conforming vehicles.*

N5425 METHODS OF TRANSPORTATION (U5425)

OPPORTUNE LIFT (OPLIFT) ABOARD UNITED STATES NAVY SHIPS.

Privately owned vehicles (POV) and boats may be transported by lifts of opportunity aboard United States Navy ships when authorized by the type commander or at the discretion of the ship's commanding officer.

For OPLIFT information to Puerto Rico and the Mediterranean contact COMNAVSURFLANT at 757- 836-3135 or DSN 836-3135.

For OPLIFT information to Hawaii contact COMNAVSURFPAC at 619- 437-2991 or DSN 577-2991.

CAUTION: Shipping a POV overseas to a foreign or non-foreign destination using OPLIFT transportation can be very expensive. Besides the cost for the lift on/lift off services at the port, any special importation requirements, i.e., customs, taxes, etc., levied by a country are the **MEMBER'S** responsibility. Additionally, some foreign countries allow only one POV per military PCS orders. Shipping a second POV to a country with this restriction can result in the impoundment of the second POV. Contact your local Personal Property Shipping Office or the Navy's HHG HELPLINE at 1-800-444-7789 for general POV shipping information before executing a request for POV transportation by OPLIFT.

N5435 PORTS USED (U5435)

- ★ ***A. Designation of Ports/VPCs (U5435-A).** POVs may be turned in to the nearest VPC serving the current PDS, an intermediate TDY location or a VPC in the direct line of travel to the designated APOE. Use of any other VPC may result in excess cost to the member.*
- ★ ***B. Alternate Ports (U5435-B).** Requests to use an alternate port in a different country must be submitted to Office of the Chief of Naval Operations prior to shipment. Requests with supporting documentation should be mailed to: CNO (NI30-E.2), 2 Navy Annex, Washington DC 20370-2000 or faxed to 703-695-3311/DSN 312-335-3311.*

C. Trans-shipment from a Designated Port (U5435-C). The Personal Property Transportation Officer may approve trans-shipment under conditions in JFTR, par. U5435-C. This includes shipment of a POV from an OCONUS PDS to CONUS for the member's use while on TDY and subsequent reshipment from CONUS to the member's new OCONUS PDS. Member is responsible for all costs over direct shipment between the VPCs serving the old and new OCONUS PDS.

N5440 FACTORS AFFECTING POV TRANSPORTATION (U5440)

A. Transportation Before Orders Issued (U5440-D). [Reference N2001.](#)

N5445 EXCESS COST COLLECTION (U5445)

N5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES (U5455)

N5456 TRANSPORTATION INCIDENT TO DIVORCE (U5456)

N5457 TIME LIMITATION FOR TRANSPORTATION OF A POV (U5457)

The Personal Property Transportation Officer is the designated approval authority to extend the time limits in JFTR, pars. U-5457-A and U5457-B. Appeals to a denial may be submitted to NAVSUP with supporting documents. Supporting documents for an extension are: orders, certification of schooling or hospitalization, and any other supporting documents that could substantiate the request.

When an extension request from the member that exceeds the authorization provided by this paragraph is received by the PPSO, the request must be forwarded to NAVSUP for review.

N5460 CARE AND STORAGE (U5460)

PART B

★ **SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY**

N5464 GENERAL (U5464)

Personal Property Transportation Officers must give members a letter authorizing POV storage. The letter must identify the member and the vehicle to be stored (year, make model, VIN number, etc.

Motorcycles and mopeds are not stored as POVs. They are treated as HHG and placed in NTS accordingly.

N5470 FACILITIES USED (U5470)

★ **A. Government Procured Storage.** *Government procured storage is available under MTMC's Global POV Contract (GPC). PPSOS may use local contracting procedures to procure storage for contingency operations. Storage is for the duration of the member's OCONUS/Contingency Operation tour. For members departing CONUS, POVs may be turned in at the VPC serving the old PDS, the VPC serving an intermediate TDY location, or at a VPC in the direct line of travel to the designated APOE. For return shipments from OCONUS, the member must turn in the POV at the VPC serving their OCONUS PDS.*

NOTE: *Delivery to/ pickup from the VPC entails a travel Allowance. Members should contact their servicing PSD/PSA about filing appropriate reimbursement claims.*

★ **B. Personally Procured Storage.** *Members should be encouraged to use the MTMC Global POV Contract (GPC) to store a POV after 1 May 2002. However members may personally procure storage of their POV at a commercial (See definition JFTR APP A) POV storage facility. Members must be counseled IAW the JFTR, Part E, Section 2, regarding their entitlement for travel to deliver POV to and from a commercial POV storage facility, and reimbursable POV storage costs. Reimbursement is limited to authorized expenses, not to exceed the Government's cost under the GPC contract. Prepaid storage is not authorized. NAVTRANS only processes receipts for expenses incurred during the period claimed on DD Form 1351-2. Claims for Navy members must be submitted to: NAVTRANS, 1837 Morris Street, Suite 600, Norfolk, VA 23511-3492 and must include the following:*

- 1. INITIAL CLAIM: DD Form 1351-2; PCS/Contingency Order; PPTO approval letter; POV registration; Contract with Commercial POV Storage Facility; and Itemized Paid Receipt(s) for applicable period (monthly, quarterly, etc.)*
- 2. SUCCEEDING CLAIMS: DD Form 1351-2; copy of last NAVTRANS Paid Voucher; and Itemized Paid Receipt(s) for current period.*

- ★ *NOTE: The GPC contractor's maximum liability for loss or damage to any vehicle is \$20,000. PPSOs should counsel members to maintain private insurance coverage on POVs with values over \$20,000. Members must file loss/damage claims against their private insurance before filing against the GPC contractor or against the Government under the Civilian Employees and Military Personal Claims Act.*

The Government is not liable for loss/damage to POVs in personally procured storage. Members should maintain private insurance or purchase liability coverage from the commercial storage facility. In these cases, claims must be filed against the private insurance company or the storage facility as applicable.

N5474 RESTRICTIONS (U5474)

- ★ *Oversize vehicles charges, as defined in the GPC contract, will be the member's responsibility. Excess costs associated with the storage of an oversized POV will be collected from Navy members when POVs are picked up from storage.*

Excess Cost. VPCs should collect excess costs under the GPC at time of pickup using DD Form 139 for pay checkage or DD Form 1131 for cash collection.

★ ***N5476 CONTINUED POV STORAGE (U5476)***

NAVSUP may authorize additional POV storage under pars. U5476-A and B. Requests must be in writing with all supporting documents. Approvals are for the shortest time appropriate under the circumstances.

PART F: TRANSPORTATION OF MOBILE HOMES**N5500 GENERAL (U5500)**

- ★ *PPSOs should counsel members in accordance with JFTR, Chapter 5, Part F and Chapter 407 DTR Part 4. The MTMC Domestic Mobile Home/Boat Rate Solicitation contains information on roof load zones and permit requirements. Counselors should refer to Mobile Home/Boat Rate Solicitation, Appendix J (Mobile Home Dimensions Chart) during initial counseling to determine if customer must obtain a waiver(s) for the transportation of an oversize mobile home.*

N5502 CONDITIONS FOR ELIGIBILITY (U5502)**N5505 BASIC ENTITLEMENTS (U5505)****N5510 METHODS OF SHIPMENT (U5510)****REIMBURSEMENT FOR PERSONALLY PROCURED TRANSPORTATION (U5510-B)**

- ★ Navy members may personally procure transportation of a mobile home. Reimbursement will be based on members weight allowance minus weight of any other shipments made under the same orders when other shipments are authorized under this regulation and the JFTR. *The member may receive an advance allowance not to exceed the GCC as authorized in JFTR, par. U5560. The advance shall not exceed member's estimated allowance and may be calculated and approved on the DD Form 2278.* No incentive payment is authorized. Reimbursement must not exceed 100% of the GCC. PPSO must provide member with a DD Form 2278 or DD Form 1351-2 with statement by PPPO/PPSO authorizing reimbursement under this par. The PPSO must forward a copy of advance documents to NAVTRANS.

For final settlement member must submit the following documents to NAVTRAN with 45 days of date schedule to move or will be responsible for full reimbursement to the Government all advance allowances:

- 1) Applicable orders.
- 2) DD Form 1351-2.
- 3) The costs of direct hire (itemized invoice) or rental of a conveyance (contract) with or without operator and receipts for any other authorized expenses.
- 4) Certified weight tickets for HHG authorized to be moved separately from the mobile home.
- 5) Letter from PPSO authorizing advance allowance.

N5515 FACTORS AFFECTING MOBILE HOME TRANSPORTATION (U5515)

Transportation Before Orders Issued (U5515–F). [Reference N2001](#)

N5520 EXCESS COSTS FOR MOBILE HOME TRANSPORTATION OF SEPARATED MEMBER, DECEASED MEMBER, AND HEIRS OF DECEASED MEMBERS (U5520)

N5530 LOCAL MOVES (U5530)

N5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES (U5540)

N5545 MOBILE HOME TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH (U5545)

N5555 TEMPORARY STORAGE (U5555)

N5560 ADVANCE OF MOBILE HOME ALLOWANCES (U5560)

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PART I PET QUARANTINE

★ ***N5800 PURPOSE (U5800)***

N5805 PET QUARANTINE REIMBURSEMENT (U5805)

Claims for reimbursement are submitted to member's local Personnel Support Detachment with travel claim and not NAVTRANS.

PART J EARLY RETURN OF DEPENDENTS

N5900 EARLY RETURN OF DEPENDENTS (U5900)

CHAPTER 6

LOST, ABANDONED OR UNCLAIMED PERSONAL EFFECTS AND PERSONAL EFFECTS OF PERSONS DETERMINED TO BE DECEASED OR MISSING - LOST ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY**N6000 - PERSONAL EFFECTS**

A. Classification of Personal Effects. Personal effects consist of the articles owned by an individual, as well as any articles of government property in his/her temporary custody. Personal effects are classified and described as follows:

1. Class 1 - Navy-owned organizationally furnished-clothing and equipment furnished on a loan or custody basis and subject to turn-in when no longer required. In determining what items in Class 1 are Navy-owned, consideration should be given to the fact that large quantities of such material have been sold by Navy activities to private individuals and to retail enterprises. When Navy ownership of items in Class 1 cannot be established conclusively, such items must be included in Class 5.
2. Class 2 - uniform clothing prescribed by the U.S. Navy Uniform Regulations.
3. Class 3 - money.
4. Class 4 - negotiable and non-negotiable instruments such as bonds, checks, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies and bankbooks.
5. Class 5 - miscellaneous articles of intrinsic, sentimental and utility value, such as jewelry, fountain pens, cameras, wallets, insignia, medals, photographs, foreign currency, books, diaries, razors and other personal grooming articles, flight logs and other personal papers, souvenirs, musical instruments, sports and athletic equipment, civilian clothing, wardrobe trunks and other containers suitable for shipment as baggage, firearms, motor vehicles, trailers and HHG.

B. Categories of Personal Effects. Personal effects are categorized as follows:

1. Lost, abandoned or unclaimed personal effects. Personal effects of persons whose identity or location cannot be determined. Personal effects of persons in the Navy who have been declared absentees or deserters. Personal effects which are unclaimed by the next of kin, or legal representative, and which were the property of deceased persons not members of the Armed Services. **Do not forward items of persons whose identity or location cannot be determined to Personal Effects Distribution Center. Dispose of these items IAW Defense Reutilization and Marketing Office Manual (DRMO) DOD 4160.21-M (www.drms.dla.mil).**
2. Personal effects of deceased or missing Navy personnel. Personal effects of persons in the Navy who are determined to be dead or missing. A "missing person" is one who, because of the circumstances incident to his/her absence, is not declared an absentee or deserter. The personal effects of absentees and deserters

are considered to be abandoned personal effects in accordance with item B1 above.

3. Personal effects of incapacitated persons: Persons determined to be mentally or physically incapacitated.

4. Lost Baggage: Personal Effects unavoidably separated from owner.

5. Lucky bag items: Items of clothing and other personal effects which are deposited in the ship's lucky bag when such items are found adrift and ownership cannot be determined, or when such items are donated by the owner. **Do not forward Lucky Bag items to Personal Effects Distribution Center. Dispose of Lucky Bag items IAW Defense Reutilization and Marketing Office Manual (DRMO) DOD 4160.21-M (www.drms.dla.mil).**

N6001 RESPONSIBILITY FOR PERSONAL EFFECTS

A. Commanding Officers and/or Installation Commanders. The Commanding Officer and/or Installation Commander is responsible for the collection, inventory, selection of an inventory board, and security of personal effects. Additionally, the CO/IC is responsible for initiating and documenting inquiries to determine and locate the owner of the effects, the next of kin, the heir, or the legal representative of the *owner for personal effects determined to be lost, abandoned, or unclaimed in accordance with Defense Reutilization and Marketing Office Manual (DRMO), DOD 4160.21-M (www.drms.dla.mil).*

In situations involving a person determined to be deceased or missing, PERS 621 is responsible for determining the next of kin, heir, or the legal representative of the owner. For additional information regarding deceased or missing person(s), see subparagraph D.

1. **Collection.** Gather the personal effects.

2. **Inventory.** *In all instances when the Command takes custody of such effects, an inventory, NAVSUP Form 29, must be completed in each case as previously mentioned. The Commanding Officer and/or Installation Commander must appoint an inventory board in writing, which must consist of the following:*

a. For enlisted, the division officer (even if held by a senior enlisted) and the division petty officer.

b. For officers, the inventory board must consist of two officers.

3. **Security.** See paragraph **N6002.C**

When the Command Representative and/or CACO is going on deployment the CO/ICO/SQ/TYCOM designates an alternate command representative and/or CACO who handles the case IAW instructions from PERS621. The Regional Casualty Coordinator must be notified when an alternate command representative and/or CACO is designated.

B. Supply Officers or Officers Designated to Receive Personal Property from the Inventory Board.

★ *Upon receipt of personal effects from inventory board, the supply officer or designated officer is responsible for the custody, storage, security, shipment, and disposition of personal effects, and for the maintenance of adequate records.*

1. Custody. Signature required on NAVSUP Form 29 upon receipt of effects from inventory board.
2. Storage. Locally procured (security area, or when appropriate non-temporary storage).
3. Security. See paragraph N6002-C.

★ *4. Shipment. Deceased or Missing Person. The Personal Property Shipping Office, upon contact from the Command Representative/CACO, determines the HHG shipment mode. Any HHG shipment in litigation for deceased or missing person must be placed in non-temporary storage (NTS) at origin..*

5. Disposition. See paragraph N6004.
6. Records. Maintain status and shipment file.

★ **C. Command Representative (origin point of contact)/Casualty Assistance Calls Officer (CACO) (destination point of contact).** *In all cases involving effects of persons in the Navy determined to be deceased or missing the command representative at origin is responsible for completing the appropriate shipping documents and acting as the liaison on behalf of the next of kin (NOK)/legal recipient. The Command Representative is the liaison with the origin personal property shipping office. The Command Representative communicates with the assigned CACO (at destination) and provides information as to shipment, storage and/or delivery of personal property. The assigned CACO at destination is the agent for the NOK and initiates the delivery of the personal property to the NOK/legal recipient via the personal property shipping office.*

1. Provide the following documentation (see N6001-D below) to the origin personal property shipping office for shipment of personal effects:

- a. Letter of designation as Command Representative for effecting personal property move;*
- b. Letter from NOK/legal recipient designating a delivery address;*
- c. Copy of Report of Casualty (DD 1300) with a line of accounting, or Memorandum from PERS 621 with a line of accounting data.*

2. Complete shipping documents.
3. Provide delivery instructions to the CACO at delivery point.

★ *Command Representative should not directly mail or arrange for delivery of personal effects without going through the CACO assigned to the NOK/legal recipient at destination.*

Afloat units operating away from the ship's homeport. See paragraph N6004.

★ **D. Naval Personnel Command (NAVPERS).** *In compliance with US Code, Title 38, Section 8501 (www.law.cornell.edu/uscode/38/8501.html), Naval Personnel Command (NAVPERSCOM), Casualty Assistance Branch, PERS 621, provides/determines the heir, next of kin, or legal representative of the owner in situations involving the personal effects of personnel in the Navy determined to be deceased or missing. PERS 621 is responsible for providing the following documentation/information regarding deceased or missing person(s) personal effects:*

1. *The Casualty Assistance Message;*
2. *The appropriation needed to ship/store the personal effects and;*
3. *Provide guidance and disposition instructions to PEDC regarding personal effects (locker items) received at PEDC from afloat units with a homeport located outside of CONUS or from deployed units.*

★ **E. Personal Effects Distribution Center (PEDC).** *Responsible for the storage, record keeping, shipment and/or disposal, of personal effects determined to be:*

1. *Lost, abandoned, or unclaimed personal effects located aboard a deployed afloat unit, or an afloat unit with a homeport located outside of CONUS.*
2. *Any lost, abandoned, or unclaimed personal effects erroneously sent to PEDC. See paragraph N6004.*

PEDC, upon receipt of personal effects for a deceased or missing person shall contact PERS 621 and provide shipment arrival notification. PERS 621 is responsible for providing final shipping disposition regarding shipments of deceased or missing person(s).

F. Naval Supply Systems Command (NAVSUP) Code 05. NAVSUP's responsibility is to provide interpretation, guidance and assistance concerning the information and procedures set forth in this Chapter.

N6002 INVENTORY OF PERSONAL EFFECTS (NAVSUP 29)

The inventory board is responsible for collecting, inventorying, cleaning, sealing and

delivering the personal effects to the supply officer for safekeeping and disposition.

The inventory, NAVSUP Form 29, must reflect an accurate count and the correct nomenclature of items inventoried as well as annotations of items cleaned and laundered. The status and disposition of personal property/effects handled by the inventory board must be documented on the inventory. Money must be handled IAW paragraphs N6005 and N6006.

The inventory board shall remove from the personal effects all classified matter, which is to be disposed of in accordance with the Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1 series). Articles injurious to personnel, such as small arms, ammunition, or other explosives, and articles that constitute fire hazards are to be rendered harmless, if practicable. If such articles cannot be rendered harmless, they are to be disposed of by qualified personnel. Extreme care must be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc. Such general terms as "Diamond," "Gold," and "Platinum" should not be used without qualifying remarks, as such articles may not, in fact, consist of those elements. Any articles of a sensitive or personal nature, i.e., pornographic or objectionable matter, are to be handled as such. *When questionable items (sensitive or of a personal nature) appear on the inventory, do not release to the NOK or legal representative of the owner until the CACO or releasing official advises the NOK or claimant of such material. If the NOK or legal representative of the owner declines the item(s), they are to be disposed of in accordance with the Defense Reutilization and Marketing Office) Manual (DRMO), DOD 4160.21-M (www.drms.dla.mil).*



Any information relating to unsettled financial transactions is to be recorded in the section "Statement of Unsettled Financial Transaction" on the NAVSUP Form 29. A copy of each piece of correspondence relating to the identification and location of the owner, next of kin, heir, or legal representative, as well as any voluntary written statements received from creditors or debtors, is to be attached to the original copy of the inventory. The Commanding Officer, Installation Commander, Inventory Board, or Supply Officer is to take no official action to settle outstanding financial transactions recorded on the inventory.

Any Government-owned equipment, articles or material are to be removed from the personal effects and recorded on the NAVSUP Form 29 and handled in accordance with current instructions applicable to such equipment, article or material.

A. Preparation of The Inventory of Personal Effects (NAVSUP Form 29)

General. The inventory of personal effects is listed on NAVSUP Form 29 (see Figure 9-1). A minimum of an original and five copies must be prepared. Information that cannot be included in the space provided on the NAVSUP Form 29 is to be listed on a continuation sheet (white bond paper) under appropriate captions. Additional copies of NAVSUP Form 29, as required, may be prepared and used for official purposes when certified to be a true copy by the Commanding Officer. The original and all copies of the NAVSUP Form 29 are to be signed by both members of the inventory board and the

convening authority before delivery to the supply officer or officer designated to receive the effects from the inventory board.

1. **List of Personal Effects.** The inventory board completes the section "List of Personal Effects" on the reverse of the NAVSUP Form 29. The supply officer or the designated officer must record, on the reverse of the form, the disposition of the personal effects if the personal effects have not been returned to the owner.

a. Proceeds from sale of perishable items _____;

b. Government property retained at _____;

c. Articles (motor vehicles, boats, trailers, HHG, furniture, and furnishings) retained at _____; pending receipt of disposition instructions.

d. In remarks section explain the condition of clothing (i.e., cleaned). If not cleaned, provide an explanation.

B. Distribution of the Inventory of Personal Effects

1. **By the Inventory Board.** The inventory board distributes copies of the NAVSUP Form 29 as follows:

a. Forward original and all copies with the personal effects to the supply officer or designated officer (who must acknowledge receipt) and distribute remaining copies as prescribed below.

b. Forward one copy to the convening authority.

c. File one copy in the owner's service record, if available.

d. Fax a copy to PERS 621 at 901-874-6654 or DSN 882-6654.

2. **By the Supply Officer.** The supply officer or designated officer, upon receipt of the effects from the inventory board, must enter the disposition information on all copies of the NAVSUP Form 29 and forward the copies as follows:

a. Return two copies to the inventory board.

b. Pack one copy inside each container (i.e., sea bag, carton, garment bag, etc.) with the personal effects.

c. If the personal effects are to be forwarded to the **Personal Effects Distribution Center (PEDC), FISC Cheatham Annex, Williamsburg, VA 23815**, forward the original and two copies with a letter of transmittal to PEDC.

d. If the personal effects are shipped via registered mail or other means to the owner or the owner's next of kin, forward a copy to the consignee and retain the

original. **Personal effects of deceased or missing persons must not be sent via registered mail without authorization from the assigned CACO and/or PERS 621.**

e. If the personal effects are those of a missing or deceased Navy member, forward a copy to the assigned Casualty Assistance Calls Officer (CACO) and a copy to the Commander, Navy Personnel (PERS-621), 5720 Integrity Drive, Millington, TN 38055-6210, or a FAX copy at 901-874-6654 or DSN 312-882-6654.

f. File one copy of the expenditure invoice with a copy of the shipping papers.

C. Security

All persons concerned must ensure the necessary precautions are taken to prevent pilferage or damage to the personal effects. Supply Officers, or designated officers receiving personal effects from inventory boards for safekeeping and storage, must verify the items of personal effects as annotated on the NAVSUP Form 29 and store the effects in locked, controlled spaces and/or an approved government non-temporary storage facility (see paragraph N6001.B). Money, negotiable instruments and articles of intrinsic value, such as jewelry must be stored in a combination type safe. When transfer of custody of the personal effects including cash, checks and other valuables is made by hand, the receiving officer acknowledges receipt by endorsing the original and all remaining copies of the NAVSUP Form 29. The delivering officer must retain a signed copy of the receipt. When personal effects are shipped or mailed, items of intrinsic value must be shipped in a separate container/box via Registered Mail. A record of the transfer must be made on the document and on all remaining copies of the NAVSUP Form 29. The forwarding officer must retain a copy of the shipping document and registry receipt.

N6003 DETERMINATION OF NEXT OF KIN, HEIR OR LEGAL REPRESENTATIVE

★ *The Commander, Navy Personnel Command, Casualty Assistance Branch, (PERS 621), in all cases involving deceased or missing personnel's personal effects, determines the proper recipient in accordance with the Title 38 U.S.C., Section 8501, which outlines the order of precedence for receipt of personal property.*

N6004 - DISPOSITION OF PERSONAL EFFECTS

A. General: Although it is not necessary for the personal effects to be repaired, the personal effects must be cleaned or laundered, as appropriate, prior to being forwarded to the next of kin, the heir, or legal representative. When practicable, the supply officer first receiving personal effects from the inventory board takes any necessary action to comply with this policy. However, the activity that actually forwards the personal effects to the next of kin, heir, or legal representative has the final responsibility to ensure that the personal effects are in a satisfactory condition. Any expense incurred by PEDC for cleaning or laundering of personal effects must

be charged to the operation and maintenance allotment of the activities requesting services to be performed. Foreign currency and coins exceeding \$5 in value must be converted to United States currency, if practicable. Prior to shipment, the supply officer must resolve any difference between the inventory board list and the personal effects to be shipped. When appropriate, the Brooks Model A (one piece) "Cable Seal Lock which has been assigned NSN 5340-00-0084-1570 and complies with MIL-S-23769 specifications should be used. If a serial number cable seal lock is not available, a serial number ball type seal with a panned bolt and nut or #5 American Wire Gauge wire twist may be substituted. The seal number must be annotated on the shipping document.

B. Lost, Abandoned or Unclaimed Personal Effects - Disposition and/or Disposal of Lost, Abandoned or Unclaimed Personal Effects.

Any personal effects determined by the Afloat (except deployed units and OCONUS homeport afloat units) or Ashore CO/IC to be personal effects lost, abandoned or unclaimed shall be disposed of, or shipped to the owner or legal representative using the following guidelines:

1. Dispose of in accordance with the Defense Reutilization and Marketing Office Manual (DRMO), DOD 4160-21-M (www.drms.dla.mil).
- ★ 2. *Ship to the owner or legal representative at owners or legal representative expense by traceable means. Shipment at Government expense or official mail is not authorized.*

Personal Effects in this category shall not be shipped to PEDC, Cheatham Annex for disposal. When property in this category is erroneously shipped to PEDC, Cheatham Annex, all costs incurred by PEDC for handling (administrative costs, cleaning, packing, etc.) is chargeable back to the command that erroneously and/or improperly forwarded the personal effects to PEDC.

Deployed Afloat Unit – Items of personal effects in this category seized during a deployment can be shipped, with proper documentation (NAVSUP Form 29), to PEDC, Cheatham Annex, for disposal.

C. Shipment of Personal Effects of Persons Determined to be Deceased or Missing:

★ *In this section, for clarification purposes, personal effects are items (locker items) located aboard an afloat unit. Household goods are all "other" personal effects belonging to the deceased or missing person(s).*

1. *Personal Effects – Locker Items*
 - a. *Deployed unit or afloat unit with homeport located outside of CONUS...Personal Effects – Locker Items- Personal effects located aboard a deployed unit or afloat unit with homeport located outside of CONUS are*

handled and inventoried (paragraph N6002) in accordance with this publication and forwarded, with proper documentation (NAVSUP Form 29), to PEDC, FISC Cheatham Annex, Williamsburg, VA 23185.

- b. Afloat unit located in CONUS...Personal Effects - located aboard an afloat unit located in CONUS are handled and inventoried (paragraph N6002) in accordance with this regulation and shipped as directed by the Casualty Assistance message. If message guidance has not been received, contact PERS 621 at 1-800-368-3202 for assistance.*

2. Household Goods

- a. Next of Kin (NOK), heir, or legal representative is known...When the next of kin (NOK), heir or legal representative is known, the Command Representative, as the liaison for the NOK, heir, or legal representative, requests shipment or non-temporary storage of the household goods through the responsible personal property shipping office. Do not ship to PEDC. Non-temporary storage is authorized for one year (See JFTR, par. U5372).*
- b. Next of Kin (NOK), heir, or legal representative is not known...When the NOK, heir, or legal representative is not known, or there is a dispute regarding ownership (litigation), the household goods must be placed in non-temporary storage at origin.*

Personal effects of a deceased or missing person received at PEDC without a NAVSUP Form 29, dirty and/or improperly packed shall be brought to the immediate attention of the Naval Supply Systems Command, Code 053, and the CO at Cheatham Annex. Upon receiving notification of such shipment the Cheatham CO, with support from CO, FISC Norfolk, appoints an inventory board, completes the NAVSUP Form 29, and makes distribution of the NAVSUP 29 in accordance with this publication.. Personal effects are to be held at Cheatham Annex pending shipment delivery disposition from PERS 621.

Inquiries regarding the personal effects and/or household goods of a deceased or missing person should be directed to PERS 621 at 1-800-368-3202.

★ D. Administrative Guidance

1. Invoice/Shipping Document. When personal effects are transferred, by any means, to another Naval Activity or the PEDC, the supply officer must prepare a DD Form 1149 to document the transaction. A transportation control number must be assigned IAW DOD 4500.32-R, Vol. 1, Appendix C, par. 9. The original with an acknowledging receipt signature from the receiving activity must be retained in the

★ *expenditure invoice file with a copy of the NAVSUP Form 29 attached. When direct and shipment is made, a copy of the postal receipt, freight forwarder waybill or shipping document, must be retained with the DD Form 1149. The expenditure invoice number and the trans shipping activity also must be recorded in the "Remarks" section of the NAVSUP Form 29. Secure a copy of the NAVSUP Form 29 and DD Form 1149 to the outside of the shipping container and place a copy inside of the package being shipped.*

★ *2. Money and Negotiable Instruments. The supply officer must remove money totaling \$5.00 (five dollars) or less and donate that money to Navy Relief at that site. Negotiable instruments must be deposited with the disbursing officer for safekeeping. All foreign currency must be exchanged for United States currency. If not, the foreign currency is classified as Class 5 personal effects. Money in excess of \$5 must be exchanged for a treasurer's check drawn to the order of Officer in Charge, PEDC and be forwarded via registered mail to the PEDC. In addition, a copy of the letter of advice containing the detailed description of the items shipped must accompany the shipment. The original of the letter of advice must be forwarded under separate cover to the PEDC.*

E. Disposition of Personal Effects of Personnel Determined to be Mentally or Physically Incapacitated

The personal effects of persons determined to be mentally or physically incapacitated must accompany them when hospitalized or transferred for special treatment (See JFTR, par. U5345). The activity responsible for the care of the incapacitated person must ensure that the personal effects are safeguarded until the person is released from care. If it is determined that it is not practical to have money identified as part of the personal effects accompanying the person, the money must be turned over to the nearest disbursing officer who issues a Government check in accordance with the Navy Comptroller Manual, Volume 4, Chapter 2. Such disposition must be explained in the "Remarks" section of the NAVSUP Form 29.

F. "LUCKY BAG" ITEMS OF PERSONAL EFFECTS

Single or scattered items of clothing and other personal effects deposited in the "lucky bag" may be used locally or disposed of in accordance with the regulations of the ship or station regarding the "lucky bag". When it is not possible to determine the owner of "lucky bag" items and the value is less than \$25 (as distinguished from situations in which the owner can be determined but not located), local disposition action may be taken immediately. Effects valued at \$25 or more must be held for a period of three months before local disposition action is taken. If such items are sold, the proceeds of the sale must be handled in accordance with the Navy Comptroller Manual, par. 043143. Commanding Officers must require the custodian of the "lucky bag" or other designated person, to keep records of all items received into or expended from the "lucky bag", and to furnish an itemized receipt to the donor of the items, if known. **Do not forward Lucky Bag items to PEDC. Dispose of Lucky Bag items IAW DRMO (DOD 4160.21-M) guidelines.**

G. Disposition By Personal Effects Distribution Center (PEDC)

Categories of shipments authorized for shipment to PEDC, as indicated in this Chapter,

shall be disposed of by PEDC IAW DRMO, (DOD 4160.21-M) (www.drms.dla.mil/pubs) or written local instructions.

N6005 - MONIES DERIVED FROM PERSONAL EFFECTS

A. Personal Effects Distribution Center Fiscal Procedures

1. Deposit Funds

- a. Lost, Abandoned, or Unclaimed Money. Money which is part of the effects classified as lost, abandoned, or unclaimed, including proceeds of sales of such personal effects, must be credited to the Deposit fund 17X6001.1250, Proceeds of Sales of Lost, Abandoned, or Unclaimed Personal Property, Navy (T). The amount paid is charged to the same fund. Balances in this deposit fund not paid to the proper recipient are transferred to the Receipt Account 171060, Forfeitures of Unclaimed Money and Property. The periodic report required by ***NAVCOMPT Manual, par. 047374**, on Deposit Funds 17X6001 and 17X6002, must be mailed to:

**Director
Defense Finance and Accounting Service
Cleveland Center Code AABC
1240 East Ninth Street
Cleveland, OH 44199-2055**

- b. Money of Deceased or Missing Naval Personnel. Money which is part of the effects of deceased or missing Naval personnel, including proceeds of sale of such effects, must be credited to the Deposit Fund 17X6002.1250, Personal Funds of Deceased, Mentally Incompetent, or Missing Personnel (T). **Balances in the deposit fund consisting of individual items of less than \$5 belonging to individuals whose names are unknown must be transferred to Receipt Account 171060.** Forfeitures of unclaimed items of \$5 or more belonging to individuals whose names are known, but have not been paid to the proper recipient, must be transferred to appropriation 20X6133, Payment of Unclaimed Moneys.
- c. Records to be Maintained. The following records must be maintained by PEDC:
 - I. An individual ledger must be maintained for each case to record all receipts, payments, and transfers, and to show the balances to the credit of the case.
 - II. A control ledger must be maintained for each deposit fund to record receipts and payments and to show the balance of the fund.
 - III. A receipt journal and an expenditure journal must be maintained for

each deposit fund to record all receipts and payments.

d. Credits to Deposit Funds. The following are credits to deposit fund:

- I. U. S. Treasury checks and cash received with effects and from proceeds of sale that must be recorded in the receipt journal on the date received.
- II. All money entered in the receipt journal must be delivered daily, if practical, to the disbursing officer. If not practicable, the money must be kept temporarily in a safekeeping deposit and delivered to the disbursing officer at least every two weeks, as well as on the last calendar day of the month, and whenever the amount is \$25 or more. The disbursing officer must acknowledge receipt and take up the amount for credit to the designated deposit fund. Each deposit must be identified by the number or symbol assigned by the Personal Effects Distribution Center, the name of the ship or station at which the effects were inventoried, and the date of the inventory.
***By endorsement on the inventory of Personal Effects (NAVSUP Form 29), PEDC must record disposition of the money, giving the date and name of the disbursing officer.**

e. Ledgers

- I. Individual Ledgers. Individual ledgers must be posted daily from the receipted schedule of collections, except adjustments arising from accounting errors and payment. Adjustments must be posted from requests for adjustments and payments posted from copies of vouchers.
- II. Control Ledgers. The daily total of the journals must be posted to the control ledger.
- III. Proofs. Once each month, or more frequently if volume warrants, the total of the balances in the individual ledgers must be verified to the balances in the related control ledger.

f. Transfer of Deposit Funds to Treasury Department. As of **1 October** each **fiscal** year, amounts will be transferred to the Treasury Department as follows:

- I. Deposit Fund, 17X6002.1250, Personal Funds of Deceased, Mentally Incompetent, or Missing Personnel, Navy (T) --amounts, **which have remained on deposit for five (5) full fiscal years from date of sale of personal effects or, if no property is sold, five (5) years from date of deposit of moneys in the fund,** must be transferred to the appropriation **20X6133**, Payment of Unclaimed Moneys.

(LEDGER FOR DECEASED SHOULD BE FIRST).

- II. Deposit Fund, 17X6001.1250, Proceeds of Sales of Lost, Abandoned, or Unclaimed Personal Property, Navy CT) --amounts which have remained on deposit for five (5) full fiscal years from date of sale of personal effects or, if no property is sold, five (5) years from date of deposit of moneys in the fund, must be transferred the Receipt Account 171060, Forfeitures of Unclaimed Money and Property.

To accomplish the transfer, **an original and two copies** of schedule of deposits for transfer must be prepared and transmitted by letter to Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055. DFAS reviews the submission, and if found satisfactory, prepares and executes **Correction Notice, NAVCOMPT Form 621** to effect the transfer. A copy of the executed **NAVCOMPT Form 621** must be forwarded to the Personal Effects Distribution Center. Upon receipt of the copy of the **NAVCOMPT Form 621** and attached schedule of deposits for transfer, the total on **the NAVCOMPT Form 621** must be entered in the expenditure journal of the applicable deposit fund and each individual ledger must be posted showing the date and number of **NAVCOMPT Form 621** and amount transferred.

- g. Schedule of Deposits for Transfer (NAVSUP Report 7330-10). On **1 October** of each **fiscal** year, the Personal Effects Distribution Center must forward a report of deposits for transfer, in letter form, to **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055.**

B. Claims For Monies Derived From Personal Effects

1. General. When claims for money found in personal effects and proceeds from sale of the effects are received from the owner of the personal effects or the next of kin, heir, or legal representative after transfer of such funds to appropriation 20X6133. Payment of Unclaimed Moneys, in the case of deceased personnel, or subsequent to **appropriation** 171060, sale of lost, abandoned, or unclaimed personal effects, PEDC must prepare, from the case file concerned, an abstract of data to support the claim. The abstract must include, but is not limited to:
 - a. name and status of the owner of the effects;
 - b. date effects came into custody of the Department of the Navy at a storage point, that is date of initial inventory;
 - c. month and year the effects were sold or otherwise disposed of;
 - d. amount of money on deposit;
 - e. symbol number and title of the trust fund in which deposit is carried;

- f. name and symbol number of the disbursing officer who reported the deposit and the month and year deposit was reported in his accounts;
- g. certification that voucher-covering refund has not been approved and that according to the appropriate personal effects distribution center records, payment has not been made.

The original and one copy of the abstract must be attached to the claim and forwarded to the **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055**. A copy of the abstract must be retained by the Personal Effects Distribution Center in the case file.

2. Payment by Personal Effects Distribution Center (PEDC)

- a. Voucher Form. When determination is made of the person entitled to money on deposit, and payment is to be made, the Commanding Officer or designated officer assistant must have prepared and must sign Public Voucher for Purchases and Services Other than Personal (Standard Form 1034).
- b. Refunds. For refunds, an original and six copies of an approved voucher must be delivered to the disbursing officer who draws a treasurer's check for payment to the payee. Two copies of the paid voucher must be furnished to the Personal Effects Distribution Center.
- c. Records. The payment must be recorded from the paid voucher in the expenditure journal on the day payment is made.
- d. Disbursing Officer Voucher Number. Arrangements must be made to receive the Disbursing Officer voucher number. The Disbursing Officer voucher number must be entered on the paid copy of the voucher, which must be filed in the case folder.

3. Claims Forwarded to General Accounting Office

- a. Deposit Fund 17X6001.1250, Proceeds of Sales of Lost Abandoned or Unclaimed Personal Property, Navy (T) (Proceeds of Sales of Personal Property, Navy). Claims forwarded to the General Accounting Office and properly chargeable to Deposit Fund 17X6001.1250, after approval by the General Accounting Office, will be paid by the **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055**. A paid copy of the voucher, certificate, or other document on which settlement is made must be forwarded to the appropriate PEDC center and be recorded in an applicable expenditure journal, individual ledger, and control ledger as of the date of payment.
- b. Deposit Fund. Payment of Unclaimed Money (T) **20X6133**. When a

claim is filed subsequent to the date money has been transferred to this fund, approved amounts will be designated for charge to the fund. Upon settlement the Director, Defense Finance and Accounting Service

- c. (DFAS), Cleveland enter, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055, payment is made by the Treasury Department and Navy records, including those at the appropriate Personal Effects Distribution Center, are not affected.

N6006 ADJUSTMENTS BETWEEN DEPOSIT FUND, PROCEEDS OF SALES OF OST, ABANDONED, OR UNCLAIMED PERSONAL PROPERTY, NAVY (T) (PROCEEDS OF SALES OF PERSONAL PROPERTY, NAVY), 17X6001.1250 AND DEPOSIT FUND, PERSONAL FUNDS OF DECEASED, MENTALLY INCOMPETENT, OR MISSING PERSONNEL, NAVY (T) (FUNDS OF DECEASED, MENTALLY INCOMPETENT, OR MISSING PERSONNEL, NAVY), 17X6002.1250.

Notice. When it is determined that a deposit has been taken up in the wrong fund, or a payment made from the wrong fund, a request for adjustment must be furnished to the disbursing officer for forwarding to the **DFAS**, through which the disbursing officer reports. If notice reaches the **DFAS** in the month the transaction was first reported, **DFAS** accomplishes the adjustment and the item is reported correctly in the accounts. If adjustments are for a prior month, DFAS affects adjustment on the Voucher and Schedule to Effect Correction of Errors (Standard Form 1097) **or appropriately used form.**

Record. The request for adjustment must be recorded in the applicable journal, individual ledger, and control ledger.

N6007 - DISPOSAL OF LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED PERSONAL PROPERTY AND PRIVATELY-OWNED VEHICLES (POV)

See the Defense Reutilization and Marketing Office (DRMO) Manual, Chapter 4, paragraph 40, for guidance.

CHAPTER 7

LOSS AND DAMAGE

N7000 CLAIMS FOR LOSS OR DAMAGE

A. General. The Military Personnel and Civilian Employee's Claim Act is a gratuitous payment statute enacted by Congress to partially compensate for personal property that is lost, damaged, or destroyed incident to service. It is not insurance coverage and was not intended to replace private insurance.

B. Government Liability. The maximum amount paid by the Government under public law is ordinarily \$40,000 per incident. An incident is the event in which the damage occurs. If the HHG are destroyed in the same incident, the \$40,000 limit cannot be doubled by making two shipments and issuing two Government Bills of Lading for one member. When a member has both an air shipment and a surface shipment, and each shipment is damaged in unrelated incidents, two incidents exist and the maximum amount payable by the Government is \$40,000 per incident. The Defense Authorization Act of 1996 authorizes payment up to \$100,000 if the claim arose from an emergency evacuation or from extraordinary circumstances as determined by the Judge Advocate General.

C. Carrier Liability. The minimum released valuation for TGBL and ITGBL shipments is \$1.25 times the total net weight (in pounds) of the shipment. (NOTE: The released value of \$1.25 does not apply to DPM shipments.) All members may pay to release shipments at a higher released value (lump sum declaration) or full replacement protection for domestic shipments only. Provisions for increasing the valuation are contained in MTMC rate solicitations. When the service member exercises the option to release a shipment at a value exceeding \$1.25 times the actual net weight (in pounds) of the entire shipment, the property owner must submit the claim to the cognizant claims office for settlement. When the service member exercises the option to release a shipment under the provisions of full replacement protection, the service member must first present the claim to the carrier to allow or provide satisfactory repairs. However, the claim may be submitted to the claims office if the carrier denies the claim, or 30 days have passed since the member's submission of the claim to the carrier, and the member has not cashed any check received from the carrier. The claims office processes the claim using regular claims procedures, including appropriate depreciation, and pursues recovery action against the carrier for the full replacement value. If recovery is successful, any amount recovered in excess of the amount paid to the claimant by the claims office must be returned to the claimant.

If HHG are lost or damaged in shipment on a TGBL move, a member may file a claim with the Government. The member can be paid up to \$40,000.00 for the fair market value of the HHG. The fair market value is determined by the depreciated replacement cost of an article. Furthermore, there are limits on the maximum amounts per article

and per claim that can be paid on many items. The carrier is liable to the Government for the basic coverage of up to \$1.25 times the net weight of the shipment. The Government pays for this basic coverage and there is no additional cost to the member.

D. Release of Claims Information. The Judge Advocate General of the Navy has ruled that Navy claims offices should, as a matter of procedure, release to carriers and warehousemen copies of the adjudicated DD Form 1844 when demand against the carrier or warehouseman is being made.

N7001 LIABILITY COVERAGE

A. Basic Valuation Coverage. This coverage holds the carrier liable for \$1.25 times the net weight of each shipment. The carrier’s liability is limited to that amount only. There is no additional cost to the member for this coverage. Basic coverage is “depreciated value” coverage.

BASIC COVERAGE

Net weight of shipment =	10,000 pounds	
Member’s Adjudicated Loss/Damage Amount =		\$70,000.00
Maximum Government Liability =		\$40,000.00
Maximum Carrier Liability = 10,000 LB X \$1.25 per LB =		<u>\$12,500.00</u>
Maximum Member can be Reimbursed (\$40,000 + \$12,500)		\$52,500.00

B. Increased Coverage. If the shipper determines that the basic coverage is not enough to cover the value of the shipment, the shipper may choose to increase the coverage by buying additional protection. The government pays for the basic coverage and the member must pay for the additional amount above the basic coverage.

1. Option 1: Higher Released Valuation or Lump Sum Coverage. The member may place an increased value on a shipment, above the basic \$1.25 time the actual net weight of the shipment to \$2.00 or \$3.00, or as a lump sum as \$50,000.00. There is no maximum limit. The government pays for the basic coverage and the member must pay for the additional amount above the basic coverage. Option 1 is “depreciated value” coverage.

EXAMPLE OF INCREASED VALUE/LUMP SUM COVERAGE:

Net weight of shipment =	10,000 pounds	
Member’s Adjudicated Loss/Damage Amount =		\$70,000.00
Maximum Government Liability =		\$40,000.00
Maximum Carrier Liability at Higher Released Value =		
10,000 LB X \$3.00 per LB =		<u>\$30,000.00</u>
Maximum Member can be Reimbursed (\$40,000 + \$30,000)		\$70,000.00

Cost of Increased Coverage:

Increased Carrier's Coverage	10,000 LBS X \$3.00	\$30,000.00	
Cost of Increased Coverage	\$30,000.00 X \$0.64/\$100 =		\$192.00
Carrier's Basic Coverage	10,000 LBS X \$1.25 =	\$12,500.00	
Govt Cost	\$12,500.00 X \$0.64/\$100 =		<u>80.00</u>
Member's Increased Coverage Cost =			\$112.00

2. Option 2: Full Replacement Valuation. The shipper decides if full replacement coverage is required and may elect this option . The carrier is (only) responsible to pay full replacement up to \$3.50 times the actual shipment weight (COMMENT – IN TONS, POUNDS, KILOS?) or \$21,000, whichever is greater. Option 2 is not depreciated value coverage. The carrier's liability is the amount necessary to replace or repair any and all items lost or damaged up to the declared amount. The shipper under this option would be paid the cost to replace any item damaged, lost or broken beyond repair. Under this option, the carrier has the right to repair or replace items instead of paying the shipper for them. The shipper must submit the loss/damage claim to the carrier before initiating a claim against the government.

EXAMPLE OF FULL REPLACEMENT VALUATION COVERAGE:

Net weight of shipment = 10,000 pounds
 Member's Adjudicated Loss/Damage Amount = \$70,000.00

Maximum Government Liability = \$40,000.00
 Maximum Carrier Liability at Full Replacement Value =
 \$21,000 or 10,000 LB X \$3.50 per LB (whichever is greater) \$35,000.00
 Maximum Member can be Reimbursed (\$40,000 + \$30,000) \$75,000.00

Cost of Full Replacement Coverage:

Full Value Coverage	10,000 LBS X \$3.50	\$35,000.00	
Cost of Full Value Coverage	\$35,000.00 X \$0.85/\$100 =		\$297.50
Carrier's Basic Coverage	10,000 LBS X \$1.25 =	\$12,500.00	
Govt Cost	\$12,500.00 X \$0.64/\$100 =		<u>80.00</u>
Member's Full Value Coverage Cost =			\$217.50

N7002 CLAIMS COUNSELING CHECKLIST

The PPSO at origin and destination should fully counsel Navy members on claims entitlements and procedures including the importance of timely submission of DD Form 1840/1840R. The destination PPSO must provide the following list whenever there is an indication of shipment loss or damage.

1. Navy members must submit a demand against any private insurer for payment at the same time submitting claim against the Government. The member must not be paid by the Government until the private claim is

adjudicated. The member must provide a copy of each piece of correspondence from the private insurance provider to the Navy Claims Office.

2. When the Navy member authorizes someone else to file the claim or receive payment, a Power of Attorney must be submitted.

3. The Navy Claims Office must receive, sign and date the Notice of Loss and Damage, DD Form 1840R, within 70 days of delivery.

4. Navy members are responsible for completing each section of the Claim for Loss of or Damage to Personal Property Incident to Service, DD Form 1842, including block 9 (amount claimed) and block 10 (circumstances).

5. Navy members are responsible for completing each section of the List of Property and Claims Analysis Chart, DD Form 1844, including dates of pickup and delivery, GBL number, description of the damage to each item claimed, the make and model of each item claimed, the original cost, month and year of purchase, repair costs, replacement costs, inventory numbers, and amount claimed.

a. Repair Costs: Damaged items need an estimate from a firm that is in the business of repairing such items. If the item is damaged beyond economical repair, the estimate must state this and the claimant must submit evidence to provide the replacement price of the item. The estimate should clearly state the specific location and damages that are being repaired. An estimate that simply shows "repair" or "refinish" is not satisfactory.

b. Replacement Costs: Items with a replacement cost of \$100.00 or more must be verified by clippings from catalogs, newspaper advertisements, etc., which show pictures and prices of identical or comparable items or written estimates from a firm which sells identical or comparable items. For a missing item not specifically described on the inventory with make, model, and size, that has a value of \$100.00 or more, the member is required to provide proof that the item claimed was of the same quality as the replacement item submitted. Purchase receipts, copies of canceled checks, credit card bills, or a picture of the damaged/missing item along with two examples (catalog, newspaper add, etc.) of present retail value.

c. Electronic Items. For each electronic item with internal damage such as TV's, stereos, computers, etc., the member must submit an electrical/electronics repair form, obtained at the Navy Claims Office, completed by a person in the business of repairing such items.

6. Navy members should provide copies of the following documents when submitted claim for loss and damage.

- a. GBL.
- b. Change of Station Orders and Amendments.
- c. Inventory sheets received from the carrier.
- d. Individual listing of all missing collections, including CDs, cassettes, videotapes, books, etc.

N7003 INCONVENIENCE CLAIMS

A. MEMBER ACTION. Navy members are allowed to file an inconvenience claim with the carrier when a missed pickup, missed RDD, or missed confirmed SIT delivery date caused out-of-pocket expenditures by the member for lodging, meals, and rental or purchase of household necessities. The member must provide original receipts to the carrier and maintain legible copies. The carrier should make payment within 30 days of request.

NOTE: If the shipment was late due to being held by customs, or if the carrier has been disqualified, placed in non-use status, or has gone out of business, there is no action that can be taken by the Government.

B. PPSO/PPSO ACTION.

1. When the carrier does not honor the member's claim for any reason, the member may file the inconvenience claim with the destination PPSO for resolution with the carrier. If local resolution cannot be reached, the claim may be referred to HQ MTMC for final determination that may result in set-off action.
2. The PPSO/PPSO screens all inconvenience claims for items purchased by the member that may be considered unnecessary. Only reimbursement for expenditures to relieve a hardship may be authorized.
3. MTMC. When an inconvenience claim is submitted by the PPSO to HQ MTMC, the following information is required.
 - a. A statement from the PPSO as to the reasonableness of the claim, including the total number of days the shipment was late.
 - b. Provide the scheduled and actual pickup dates.
 - c. Provide the RDD and actual date the shipment was available for delivery.
 - d. Provide copy of the shipment GBL.
 - e. Provide copy of the PPSO appeal to the carrier and the carrier's reply.
 - f. Provide copy of the member's initial claim letter and the carrier's reply.
 - g. Provide copies of the member's receipts for out-of-pocket expenses and any other pertinent data or documentation to support the claim.
 - h. If receipts are lost, the member must provide a sworn statement from the Navy Legal Service Office. (Copy to be filed with the PPSO.)

4. Civil Court Action. If MTMC action does not accomplish settlement of the claim, the member may seek recourse by civil court action against the carrier.

CHAPTER 8**PERSONAL PROPERTY FOR NAVY CIVILIAN EMPLOYEES****N8000 ELIGIBILITY C8000**

PPSOs must refer to Chapter 8 JTR, Volume 2, for guidance on shipping and storage entitlements for civilian employees. No other chapter within the NAVSUP 490 applies to civilian employees.

Authorization to ship HHG by GBL must be authorized on the travel order by the activity funding the shipment and storage. The estimated amount obligated on the travel order should cover all transportation-related expenses for the transportation and storage of the estimated weight provided by the DOD employee prior to processing the shipment.

N8005 PROCEDURAL REQUIREMENTS (C8005)**N8010 HHG SHIPMENT EXPENSES (C8010)**

PPP0/PPSO must notify NAVTRANS of possible excess and document PPGBL for pay checkage review. A member may pay for excess cost prior to shipment. Amount collected must be shown on the GBL and copy forwarded to NAVTRANS.

N8015 HHG SHIPMENT ORIGIN OR DESTINATION (C8015)**N8020 UNACCOMPANIED BAGGAGE (C8020)****N8030 MISROUTED SHIPMENTS (C8030)****N8040 EXTRAORDINARY OR SUBSTANTIAL VALUE ITEMS (C8040)****N8050 EMPLOYEE MARRIED TO UNIFORMED SERVICE MEMBER (C8050)****PART B: HHG WEIGHT ALLOWANCE****N8105 NET WEIGHT DETERMINATION (C8105)****N8115 OVERWEIGHT SHIPMENTS**

Excess Weight Beyond Employee Control. Request for additional weight as result of heavy packing material must be submitted to Commander, Naval Supply Systems Command, SUP 53

N8120 PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) SHIPMENT (C8120)

PART C: HHG SHIPMENT**SECTION 1: METHODS****N8200 GENERAL (C8200)**

An employee's order must designate if shipment by Commuted Rate or Actual Expenses (GBL) is authorized.

SECTION 2: BETWEEN CONUS PERMANENT DUTY STATIONS**N8300 GENERAL (C8300)****N8305 TIME LIMITATIONS (C8305)****SECTION 3: TO AND BETWEEN OCONUS PERMANENT DUTY STATION****N8405 MULTIPLE SHIPMENTS (C8405)****N8420 CONSUMABLE ITEMS SHIPMENT (C8420)****N8430 HHG TRANSPORTATION BETWEEN LOCAL QUARTERS (C8430)****SECTION 4: FROM OCONUS TO CONUS PERMANENT DUTY STATIONS****N8505 ADVANCE RETURN OF HHG SHIPMENT (C8505)****N8510 TIME LIMITATIONS (C8510)****PART D: STORAGE IN TRANSIT (SIT)****N8605 TIME LIMITATIONS (C8605)**

Storage beyond the first 90 days requires approval by the commanding officer or designated representative of the DOD activity funding the transportation and storage. Under no circumstances may temporary storage exceed 180 days.

PART E: NONTEMPORARY STORAGE (NTS) OF HHG

NOTE: It is the PPSO responsibility to manage NTS accounts in accordance with the JTR, par. C8815 and the DTR, Chapter 4. Authorization for non-temporary storage must be on the travel order. The estimated amount obligated on the travel order should cover all transportation-related expenses, any SIT, and NTS expenses (drayage, handling-in and the current fiscal year storage charges).

SECTION 1: ISOLATED CONUS PDS ASSIGNMENT C8700 - C8740

SECTION 2: TO, AND BETWEEN OCONUS AREAS C8800 - C8825

SECTION 3: DODDS EMPLOYEES C8900 - C8905

**SAMPLE LETTER FOR
SPECIAL STORAGE WHEN TEMP DUTY OR DEPLOYMENT OVER 90 DAYS**

FM: C.O.

TO: PPTO

SUBJ: SPECIAL STORAGE OF HHG

REF: (a) JFTR, par. U4770-B

ENCL: (1) List of Eligible Personnel and Estimated Weight of Storage Items

1. Personnel listed in enclosure (1) are scheduled to commence temporary duty or deployment for more than 90 days beginning on/about _____, and are authorized special storage in accordance with reference (a). All arrangements for special storage must be made by the local PPTO using basic agreement storage contractor through issuance of a service order (DD Form 1164).

2. Cost of services is chargeable to accounting data: _____. Activities processing documents citing the above accounting data forward copies as directed by the major claimant.

3. Commanding Officers must advise the PPTO the date of return in writing. Upon return from deployment, members with HHG in storage under this entitlement must remove HHG from storage upon return to Government Quarters ashore or receipt of quarters allowances or reoccupation of location economy quarters, but not later than 90 days after return.

SAMPLE EXTENSION LETTER FOR EDUCATIONAL/TRAINING PROGRAM

From:

To:

Dear _____

In response to your letter of _____, the time limit for shipment of your household goods is extended until (1) _____ or one year from completion of your educational requirements, whichever is earlier.

Please note that the Joint Federal Travel Regulations limit the storage at government expense to one year following retirement from active duty. Accordingly, you are liable for all storage costs accruing after that date which in your case is (2) _____. However, as a result of this shipment extension, your household goods may remain under government management at their current location and the government will continue to pay the storage fees, subject to reimbursement by you at the time you arrange for shipment.

The Chief of Naval Personnel concurs in this extension for purposes of travel allowances for you and your dependents. The date of your orders will determine which dependents are eligible for transportation at government expense, as prescribed by the Joint Federal Travel Regulations.

You may contact the local Personal Property Shipping Office, (3) _____ to arrange for shipment of your household goods. A copy of your retirement orders, transcript or letter from the school showing attendance and this letter will be required to support your application for shipment and claim for travel.

Sincerely,

Personal Property Officer

cc: NTS Activity

NOTE: (1) This would be the member's 1-year anniversary from the date the member retired.

(2) The Date the member's NTS expires if shipment is in NTS.

(3) Name and phone number of nearest PPPO for member to make arrangements for shipment. Should also include shipment of a POV when the member is entitled to shipment of a POV.

**SAMPLE EXTENSION LETTER FOR MEDICAL REASONS
HOSPITALIZED/TREATMENT WITHIN 1ST YEAR AFTER RETIREMENT**

From:

To:

Dear

In response to your letter of _____, the time limit for shipment and storage of your household goods is extended until one year after termination of active duty, plus the (period of time six-month period of your hospitalization/treatment or (1) _____, whichever is earlier.

Under current regulations, the Government cannot pay for storage of your household goods in excess of one year after termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. Storage costs will be based on Government rates although all costs will be the member's responsibility. Collection of storage costs beyond the authorized period will be made from your retired pay account by pay checkage (COMMENT – IS THE PAY CHECKED OR THE RECORD CHECKED?).

The Chief of Naval Personnel concurs in this extension for purposes of travel allowances for you and your dependents. The effective date of your retirement orders, however, determines which dependents are eligible for transportation at government expense, as prescribed by the Joint Federal Travel Regulations.

You may contact the local Personal Property Shipping Office, (2) _____ to arrange for shipment of your household goods. A copy of this letter, your retirement orders, and a letter from your doctor or hospital showing the period of hospitalization or treatment will be required to support your shipping application and claim for travel.

Sincerely,

Personal Property Officer

NOTE: (1) This would be the member's 1-year anniversary from the date the member retired.

(2) Name and phone number of nearest PPPO for member to make arrangements for shipment. Should also include shipment of a POV when the member is entitled to shipment of a POV.

**SAMPLE EXTENSION LETTER FOR MEDICAL REASONS
HOSPITALIZED/TREATMENT ON DATE TERMINATED FROM ACTIVE DUTY**

From:

To:

Dear: _____:

In response to your letter of _____, the time limit for shipment and storage of your household goods is extended until one year from the date of your discharge from the hospital or completion of medical treatment, or (1) _____, whichever is earlier.

Under current regulations, the Government cannot pay for non-temporary storage of your household goods in excess of one year after termination of active duty plus a period equal to the period of hospitalization/treatment occurring within that year. Collection of non-temporary storage costs beyond the authorized period will be made from your retired pay account by pay checkage (COMMENT – SEE ABOVE COMMENT ON CHECKING PAY VS. THE RECORD.). Storage cost will be based on Government rates although all costs will be the member's responsibility.

The Chief of Naval Personnel concurs in this extension for purposes of travel allowances for you and your dependents. The effective date of your retirement orders, however, determines which dependents are eligible for transportation at government expense, as prescribed by the Joint Federal Travel Regulations.

You may contact the local Personal Property Shipping Office, (2) _____ to arrange for shipment of your household goods. A copy of this letter, your retirement orders, and a letter from your doctor or hospital showing the period of hospitalization or treatment will be required to support your shipping application and claim for travel.

Sincerely,

Personal Property Officer

cc: NTS Activity

**NOTE: (1) This would be the member's 1-year anniversary from the date the member retired.
(2) Name and phone number of nearest PPPO for member to make arrangements for shipment.
Should also include shipment of a POV when the member is entitled to shipment of a POV.**

ACRONYMS

<i>AMC</i>	<i>Air Mobility Command</i>
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
BOA	Basic Ordering Agreement
CBO	Consolidated Booking Office
<i>CERS</i>	<i>No longer used</i>
CONUS	Continental United States
CPPSO	Consolidated Personal Property Shipping Office
CWT	Hundred Weight
<i>DITY</i>	<i>Do-It-Yourself Move (now known as Personally Procured Move)</i>
DPM	Direct Procurement Method
DTR	Defense Transportation Regulation
EPAD	Enlisted Personnel Action Document
ETA	Estimated Time of Arrival
FPOV	* Foreign Privately Owned Vehicle (now called "Non-Conforming Vehicle")
FTR	Federal Travel Regulation (Chapters 300-304 of title 41, Code of Federal Regulations).
GCC	Government Constructive Cost
GPC	Global POV Contract
HHG/HHGs	Household Goods
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Office(r)
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations (Military)
JPPSO	Joint Personal Property Shipping Office
JTR	Joint Travel Regulations (DOD Civilian)
LOI	Letter of Intent
MAC	Military Airlift Command
MOT	Military Ocean Terminal
MRT	Military Rate Tender
MSC	Military Sealift Command
NTS/Non-temp	Non-temporary Storage (also called 'extended storage' for civilian employees)
OPLIFT	Opportune Lift
ORDMOD	Order Modification
OTO	One Time Only
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PDRL	Permanent Disability Retired List
PDS	Permanent Duty Station
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
PPCIG	Personal Property Consignment Instruction Guide Worldwide

PPGBL	Personal Property Government Bill of Lading
PPM	Personally Procured Move (aka DITY)
PPPO	Personal Property Processing Office
PPSO	Personal Property Shipping Office
PPTO	Personal Property Transportation Office(r)
RDD	Required Delivery Date
SIT	Storage-In-Transit
SSN	Social Security Number
TAC	Transportation Account Code
TAD	Temporary Additional Duty (a form of temporary duty)
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDR	Traffic Distribution Record
TDRL	Temporary Disability Retired List
TDY/TEMUDU	Temporary Duty
TGBL	Through Government Bill of Lading
UB	Unaccompanied Baggage
<i>VPC</i>	<i>Vehicle Processing Center</i>
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WCA	Water Clearance Authority



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SECNAVINST 4650.19C
N130
6 April 2001

SECNAV INSTRUCTION 4650.19C

From: Secretary of the Navy
To: All Ships and Stations

Subj: UNUSUALLY ARDUOUS SEA DUTY FOR TRAVEL AND TRANSPORTATION
ENTITLEMENTS

Ref: (a) Joint Federal Travel Regulations, Volume 1
(b) SECNAVINST 7220.77D
(c) OPNAVINST 3111.14V
(d) OPNAVNOTE 4600

Encl: (1) Units Designated as Unusually Arduous Sea Duty

1. Purpose. To designate ships, afloat staffs, and units, which qualify as unusually arduous sea duty for purposes of determining entitlement to travel and transportation allowances under reference (a). This instruction has been revised substantially and should be read in its entirety.

2. Cancellation. SECNAVINST 4650.19B.

3. Background. Members assigned to unaccompanied overseas duty, whether on sea duty or shore duty, are authorized transportation of their dependents and household effects to a location they may designate under the provisions of reference (a) by virtue of the duty being overseas. Members reassigned from such duty are authorized dependent transportation from the designated location to the new duty station. Members assigned to sea duty in ships, afloat staffs, and units which the Secretary of the Navy designates as unusually arduous sea duty are authorized the same transportation entitlements. Unusually arduous sea duty for these purposes is sea duty in afloat units with expected absences from their assigned homeports for the major portion of the sea duty assignment.

4. Policy. Sea duty in ships, afloat staffs, and units designated for career sea pay in reference (b) may be designated unusually arduous sea duty in enclosure (1) of this instruction.

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6 April 2001

a. To be designated, afloat units must meet all of the following criteria:

(1) Chief of Naval Operations (CNO) has assigned a homeport per reference (c), or the Commandant of the Marine Corps (CMC) has designated the unit for duty in a ship; and

(2) They can be expected to operate away from assigned homeport for more than 50 percent of the time, and also on extended periods of deployment; or

(3) CNO assigns them to operate away from homeport in an overseas area for a contemplated period of 1 year or more, as listed in reference (d).

b. Staffs, which have permanent duty stations rather than homeports, do not qualify as sea duty for purposes of determining travel and transportation entitlements.

c. All ships within each designated ship class qualify as unusually arduous sea duty.

5. Individual Entitlement

a. The provisions of this instruction are applicable only to members who are otherwise eligible for dependent travel and shipment of household effects at Government expense by reference (a).

b. Members, issued Permanent Change of Station (PCS) orders to a ship designated in enclosure (1) that is not in overhaul or to sea pay eligible billets in an afloat staff designated in enclosure (1), are entitled to relocate dependents and household effects to the homeport or to a place they may designate by reference (a). Members issued PCS orders to a ship not designated in enclosure (1) or a ship designated in enclosure (1) that is in overhaul may relocate dependents to the homeport.

c. Members who are issued a homeport change certificate incident to homeport change to an overhaul site may relocate dependents to the new homeport from the old homeport, or from a designated place to the new homeport. The change of homeport certificate will specifically include a statement that movement of dependents and household effects to designated place is not authorized.

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d. Members who are issued PCS orders from a ship, unit, or afloat staff listed in enclosure (1) are entitled to:

(1) transportation of dependents and household effects from the place dependents are located on date of receipt of orders to the permanent station; or

(2) from a designated place to the permanent station, whichever is less, if it is not a dependent restricted station.

This entitlement exists irrespective of the location of the ship or afloat staff at the time of transfer.

6. Designation. Recommendations for designation changes in enclosure (1) will be submitted to CNO (N130) via appropriate fleet commanders or CMC (Code MM) via fleet Marine Corps commanders. Full justification for designation changes must accompany recommended changes. Recommendations for designation changes which require assignment of a homeport should be made only after CNO has approved modification to reference (c). When considering changes to reference (b) to establish eligibility for these entitlements, the overall effect on all entitlements should be considered. CNO and CMC will validate the status of sea duty units annually and recommend changes to enclosure (1) in September to ensure currency and compliance with this instruction

7. Approval. The entitlement portion of this instruction has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee in accordance with paragraph D1, Department of Defense Directive 5154.13 of 11 February 1980, as Case number 5600.

Robert B. Pirie, Jr
Acting

Distribution:
SNDL Parts 1 and 2
Marine Corps PCN 71000000000 and 71000000100

SECNAVINST 4650.19C
6 April 2001

UNITS DESIGNATED
AS UNUSUALLY ARDUOUS SEA DUTY

SHIPS BY CLASS

AGF	DDG	MCM
AOE	FFG	MCS
ARS	LCC	MHC
AS	LHA	PC
CG	LHD	SSBN
CV	LPD	SSN
CVN	LSD	
DD	LST	

INDIVIDUAL UNITS

Special Boat Unit (SBU) (UICs 32219, 42221, 44392)
Assault Craft Unit (ACU) (UICs 45411, 45472, 55621)
Beachmaster Unit (BMU) (UICs 44920, 44921, 44923, 44924,
44925, 49388, 53211, 53212)

Ships and Units designated by the Chief of Naval Operations to operate away from homeport in an overseas area for a contemplated period of one year or more as in OPNAVNOTE 4600.

AFLOAT STAFFS

APSLANT	CRUDESGRU 5	DESRON 23
APSPAC	CRUDESGRU 8	DESRON 24
CARGRU 1	CRUDESGRU 12	DESRON 26
CARGRU 2	MPSRON 1	DESRON 28
CARGRU 3	MPSRON 2	DESRON 31
CARGRU 4	MPSRON 3	DESRON 50
CARGRU 5	APSRON 4	PHIBRON 1
CARGRU 6	DESRON 1	PHIBRON 2
CARGRU 7	DESRON 2	PHIBRON 3
CARGRU 8	DESRON 6	PHIBRON 4
SECONDFLT	DESRON 7	PHIBRON 5
THIRDFLT	DESRON 9	PHIBRON 6
FIFTHFLT	DESRON 14	PHIBRON 7
SIXTHFLT	DESRON 15	PHIBRON 8
SEVENTHFLT	DESRON 18	PHIBRON 11
CRUDESGRU 1	DESRON 21	STANAVFORLANT
CRUDESGRU 2	DESRON 22	
CRUDESGRU 3		

Enclosure (1)