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3000 MARINE CORPS PENTAGON
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LPD-2
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MARINE CORPS ORDER 4600.39

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PERSONAL PROPERTY TRANSPORTATION PROGRAM

Ref: (a) Joint Travel Regulations, Uniformed Service Members and DoD
Civilian Employees, current edition
(b) Defense Transportation Regulation, Part IV, Personal
Property (DTR 4500.9-R)
(c) SECNAV M-5210.1
(d) Defense Travel Management Office Letter PDTATAC/vap/RR1403,
August 25, 2014
(e) DoD Directive 5158.04 "U.S. Transportation Command," July 27,
2007
(f) DoD Directive 4500.09E "Transportation and Traffic Management,"
September 11, 2007
(g) DoD Instruction 4500.57 "Transportation and Traffic Management,"
March 18, 2008
(h) Title 37 U.S. Code
(i) Title 5 U.S. Code
(j) MCO 4050.38D
(k) OSD Letter, Consolidation of Personal Property Shipping Offices
(PPSOs), March 21, 2011
(l) DoD 7000.14-R "Financial Management Regulations"
(m) SECNAVINST 5211.5E
(n) 5 U.S.C. 552a

Encl: (1) Marine Corps Personal Property Transportation Program Guide

1. Situation. This Order contains substantial and comprehensive changes to existing policies and procedures regarding the execution of the Marine Corps Personal Property Transportation Program.

2. Cancellation. MCO P4600.39 W/Ch.1

3. Mission. To publish policies and procedures for the transportation of personal property for Marine Corps sponsored personnel.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order shall be used to establish, manage and evaluate the Marine Corps Personal Property Transportation Program for Marine Corps sponsored personnel.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Concept of Operations

(a) Marine Corps sponsored personnel will be counseled regarding their maximum authorized personal property entitlements and allowances provided in this Order and reference (a), as applicable.

(b) Shipment and/or storage of Marine Corps sponsored personal property shipments will be coordinated, managed and delivered as expeditiously as possible under the auspices of the Defense Personal Property Program (DP3) as provided in reference (b) and this Order.

b. Subordinate Element Missions

(1) Deputy Commandant for Installations and Logistics

(a) Develop and issue policy guidance for the establishment, management and evaluation of the Personal Property Transportation Program.

(b) Coordinate with the Office of the Deputy Assistant Secretary of Defense for Transportation Policy, the Military Services and U.S. Coast Guard, U.S. Transportation Command (USTRANSCOM) and the Military Surface Deployment and Distribution Command (SDDC) regarding policy changes and clarification for the continued development of DP3 and the Defense Personal Property System (DPS).

(c) Coordinate with Deputy Commandant for Manpower and Reserve Affairs, Deputy Commandant for Programs and Resources, Commanding General, Marine Corps Installations Command and Commanding General, Training and Education Command regarding policy changes to this Order.

(2) Marine Corps Installations Command and Training and Education Command Installation Commanders and Activities with a Distribution Management Office (DMO) Assigned. Request Commanders ensure the Personal Property Office within the DMO is staffed, equipped, managed and evaluated to effectively execute the Marine Corps Personal Property Transportation Program.

c. Coordinating Instructions. The contents of this Order will be disseminated to all personnel whose duties involve the counseling, management and evaluation of the Marine Corps Personal Property Transportation Program.

5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to the National Archives and Records Administration approved dispositions per reference (c) to ensure proper maintenance, use, accountability and preservation regardless of format or medium.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (m)) and implemented per reference (n).

c. This Order will be made available to all military transportation shipping activities via the Marine Corps Publications Electronic Library at <http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>.

d. Recommendations concerning the contents of this Order are invited and may be forwarded to the Commandant of the Marine Corps (LPD-2) via the appropriate chain of command.

6. Command and Signal. Per reference (d), this instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee staff in accordance with DoD Directive 5154.29 as PDTATAC Case RR14013. This Order is applicable to the Marine Corps Total Force and effective the date signed.



M. G. DANA
Deputy Commandant for
Installation and Logistics

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

AUTHORITIES AND RESPONSIBILITIES

1. Authorities

a. Defense Personal Property Program (DP3). References (e) through (g) established the Department of Defense Personal Property Program (DP3) and designated the Commander, U.S. Transportation Command (CDRUSTRANSCOM) as the Department of Defense (DoD) single manager for transportation, other than Service-unique or theater-assigned assets. Reference (b) provides the processes and procedures used by DoD activities to manage the DP3 and is directive in nature. Under this program, the Services, through their installation commanders shall:

(1) Implement the provisions of this Order, reference (b) and related personal property program directives issued by this Headquarters (HQTRS) and the Commander, Military Surface Deployment and Distribution Command (SDDC). SDDC is a Transportation Component Command of USTRANSCOM and provides policies and procedures used by the Services to manage their respective personal property programs.

(2) Operate, staff, support, and supervise personal property offices (Personal Property Processing Offices [PPPO] and Personal Property Shipping Offices (PPSO) for assigned areas of responsibility worldwide.

b. Statutory Regulations and Responsibilities

(1) Reference (h), Title 37 U.S. Code, contains the basic substantive authority for the transportation of personal property and the authorized transportation of Privately Owned Vehicles (POVs) of military personnel. Reference (i), Title 5 U.S. Code, contains the basic substantive authority for the transportation of personal property and the authorized transportation of POVs of civilian employees. Instructions relative to the application of entitlements and allowances for the movement of personal property and transportation of personnel and dependents at Government expense are contained in reference (a), the Joint Travel Regulation (JTR). Note that reference (a) is referred to frequently in this Order and, for brevity purposes, it is understood that reference (a) will be referred to as "the JTR." The JTR provides entitlements and allowances for DoD Uniformed Service Members and DoD Civilian Employees. This regulation is promulgated pursuant to authority contained in public law, is regarded as a statutory regulation and has the force and effect of law. Provisions of the JTR may not be waived by the Marine Corps. Any request for waivers or exceptions not otherwise identified in the provisions of the JTR, will require a change to statute.

(2) Administrative procedures will not be effected nor actions taken which result in a cancellation or repeal of statutory responsibilities. Compliance with the JTR, par. 1005, quoted below, shall always be used to determine the regulatory application of entitlements and allowances:

The JTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated. ***However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (i.e. the philosophy of "It doesn't say I can't therefore I can." does not apply to the JTR).***

(3) The JTR is a living document and routine changes are published monthly, while changes of an immediate nature are published as required. Referenced paragraph numbers throughout this Order and other Service/Agency references may change at any time and new entitlement and allowance changes published in the **JTR** that conflict with this Order shall be adhered to since the JTR takes precedence as the "**senior regulation**" over this Order. All personnel assigned to perform personal property office duties must become thoroughly familiar with the regulations identified in this Order. Monthly reviews of the JTR are required and training documentation shall be made available for review during command inspections and staff-assist visits. The CMC (LPD-2) will formally publish new changes to this Order when changes to the JTR or Marine Corps policies and procedures significantly impact the contents of this Order.

(4) When a formal request for a review/ruling on a specific entitlement(s) or allowance(s) specified or not considered in the JTR is requested, the requestor will submit a NAVMC 10274, Administrative Action, through the requestor's chain of command, to the Commandant of the Marine Corps (CMC) (LPD-2) at the address in Chapter 1, paragraph 1, subparagraph f of this Order, below. The CMC (LPD-2) will staff the request as necessary throughout the Headquarters and provide the requestor with an interim response, if necessary, within five (5) Government Business Days (GBD) and a final coordinated response within ten (10) GBDs.

c. Applicability

(1) The provisions of this Order are applicable to the Marine Corps Total Force, their dependents, separatees, retirees and designated agents. Distribution Management Officers (DMO) or other persons responsible for arranging and furnishing personal property transportation must have access to this Order.

(2) When personal property transportation arrangements are made for uniformed service members and civilian employees of other Service components and Agencies, compliance with their respective Service/Agency directives is mandatory unless there is a conflict between the Service/Agency regulation and the JTR. Conflicts between other Service/Agency regulations and the JTR should be reported to the CMC (LPD-2) for resolution.

d. Travel and Transportation Allowances. Travel and transportation may be authorized for movement of uniformed service members, civilian employees, and their dependents; the nature of the assignment determines which allowances are authorized.

e. Permanent Change of Station (PCS) Orders. A PCS Order is the document that establishes, in writing, the conditions and funding for official travel and transportation of personal property at Government expense. The term "personal property" includes unaccompanied baggage, household goods and privately owned vehicles. PCS orders are further classified by type:

(1) Accession Orders direct the assignment of personnel to a service-specified location upon entering into military service.

(2) Change of Permanent Duty Station (PDS) Orders direct the assignment, detail, or transfer of civilian employees, uniformed service member or a unit to a different PDS under a competent travel order that does

not specify the duty as temporary, provide for further assignment to a new PDS or direct return to the old PDS.

(3) Temporary Duty (TDY) and Temporary Additional Duty (TAD) Orders direct duty at a temporary location. Generally, transportation of personal property is not authorized unless it is specifically identified in the orders and funding is appropriately provided by the order writing activity.

(4) Separation and Retirement Orders direct the detaching of military personnel from active military service and are further clarified in Chapter 6 of this Order.

f. Authority of the Commandant of the Marine Corps (CMC). The Secretary of the Navy has designated the CMC to act in matters related to the shipment and storage of personal property for Marine Corps sponsored personnel. There are provisions in the JTR for certain situations that require adjudication through the Secretarial Process or the Secretary of the Service concerned. All requests of this nature will be submitted to:

Commandant of the Marine Corps (LPD-2),
Headquarters, U.S. Marine Corps,
3000 Marine Corps Pentagon Room 2E211,
Washington, DC 20350-3000

Requests will be submitted in writing for processing and adjudication. Additional instructions for requests may be communicated via commercial telephone (703) 695-7765 or DSN 225-7765 or email at: USMCPERSONALPROPERTY@usmc.mil. When necessary, the CMC (LPD-2) will forward requests to the Marine Corps Military Advisory Panel Members and/or Civilian Advisory Panel Members in CMC (M&RA) for further action which may include submission to the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) for final adjudication.

g. Entitlement and Allowance Clarifications for Shipment and/or Storage of Personal Property. Questions from Distribution Management Office Personal Property Offices, other Service/Agency personal property offices and Marine Corps sponsored personnel concerning personal property entitlements and allowances unique to Marine Corps sponsored personnel shall be submitted in writing, by telephone or electronically via email to USMCPERSONALPROPERTY@usmc.mil, to the address/telephone numbers in Chapter 1, paragraph 1, subparagraph f of this Order, above. The term "Exception to Policy (ETP)" shall be used when Marine Corps sponsored personnel request clarifications to policy or an ETP based on specific and unique circumstances. The JTR, reference (b) and this Order cannot identify every possible specific and unique circumstance, therefore, Marine Corps sponsored personnel may request an ETP for consideration when circumstances arise that are not adequately referenced in the regulations. Chapter 1, paragraph 1, subparagraph b.2 of this Order, above, must be considered when submitting an ETP to the CMC (LPD-2).

h. Designation of Distribution Management Officers (DMO) as Transportation Officers (TO)

(1) DMO shall be Marine Corps uniformed service members or DoD civilian employees. DMOs shall not be contractor personnel. The DMO will be appointed in writing by the installation commander as the TO to perform the duties required per the provisions of reference (b). Original appointment

letters will be retained in the installation official files and be readily available during inspections. For clarification purposes, the term DMO includes those individuals designated by other uniformed services as Installation Transportation Officers (ITO), TO and Traffic Management Officers (TMO) per the provisions of reference (b).

(2) DMOs may appoint one or more Transportation Agents (TA) to assist with the management of the DP3. Such designation shall be in writing providing the limits of the TA's authority. Authority of the TA expires when a new DMO is assigned or the TA is removed from this authority in writing. DMO's will ensure all TA's are trained properly and understand their responsibilities when signing documentation as the TA for TO.

i. Authority of the DMO Providing Personal Property Shipping Services. Distribution Management Offices designated as PPPOs or PPSOs are required under the DP3 and this Order to provide responsive personal property transportation and storage services to all uniformed service members, civilian employees of the DoD, the United States Coast Guard and other personnel traveling via DoD funding. They have full authority to provide transportation entitlements and allowances identified in the JTR except for those specifically provided throughout this Order in accordance with JTR, par. 1015-C. The DMO is responsible for establishing, maintaining and evaluating the training of all personnel assigned to perform personal property duties with an emphasis on training those personnel designated as TA for TO. Traditionally, the Personal Property Offices located within the DMO were simply referred to as "TMO" or "DMO" for personal property shipment and storage services. A more accurate title for the section within the DMO that provides personal property shipment and storage services is the Personal Property Office (PPO). Therefore, references to the PPPO and PPSO are shortened to PPO (pronounced "pippo") in this Order except when used to provide additional clarification.

j. Abbreviations, Acronyms and Definitions of Terms. A list of the abbreviations and acronyms frequently used in this Order are listed in Appendix A and definitions of commonly used terms are listed in Appendix B.

2. Responsibilities

a. Commandant of the Marine Corps (CMC) Office Code LPD-2. The CMC (LPD-2) is responsible for:

(1) Promulgating regulations and policies applicable to the DP3 and the Defense Personal Property System (DPS).

(2) Implementing the DP3 for Marine Corps sponsored personnel.

(3) Establishing and monitoring service headquarters and specific regional agreements supporting the DP3.

(4) Establishing and/or participating in the following:

(a) Providing representatives to working groups established and convened by DoD, USTRANSCOM, SDDC and other external agencies.

(b) Acting in matters related to the transportation and storage of personal property for Marine Corps sponsored personnel which, under the

provisions of the JTR, require authorization/approval of the Secretarial Process or the Secretary of the Service concerned.

b. Distribution Management Officers (DMO). DMO's act as agents for the Government in the execution of contracts/arrangements of carriage with commercial and government Transportation Service Providers (TSP)/Contractors and are responsible to:

(1) Provide the necessary traffic management services required to ensure success of the DP3.

(2) Provide efficient, responsive, and cost-effective transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws and regulations.

(3) Develop, adapt, and implement appropriate management policies, procedures, directives, and methods to provide complete and responsive transportation support to all DoD and appropriate U.S. Coast Guard personnel under the DP3.

(4) Provide technical advice to the responsible installation commanding officer or other individuals and tenant commands/activities on personal property issues.

(5) Coordinate with the installation housing office to prevent unnecessary storage in transit (SIT) costs and improper application of short distance/local move entitlements and allowances.

(6) Ensure uniformed service members and civilian employees are informed of their entitlements, allowances and personal responsibilities in preparation of their personal property move by providing effective counseling and quality assurance services.

(7) Coordinate with contracting officers concerning the requirements and performance of local program contractors supporting personal property shipments or storage contracts, as applicable, until the DPS is Fully Operational Capable and local contracts may no longer be required.

(8) Establish, maintain and evaluate the training of all personnel assigned to perform personal property duties. DMOs will ensure the installation commander is aware of training and evaluation shortfalls within the PPO and provide recommendations to ensure personal property operations are conducted with a fully trained and competent staff.

(9) Provide effective coordination with supporting Joint Personal Property Shipping Office (JPPSO) personnel to execute personal property shipment and storage services where appropriate. See Chapter 2, paragraph 5, subparagraph b of this Order for additional information regarding JPPSO support.

c. Order Writing Activities. Order writing activities shall ensure travel orders are prepared in sufficient time to effect timely shipment of personal property. All effective travel orders shall contain appropriate funding data. Normally, orders shall be prepared and issued to Marines or civilian employees a minimum of 180 days prior to the earliest detachment date to ensure Marine Corps sponsored personnel are afforded ample time to coordinate arrangements for shipment and/or storage of personal property.

d. Geographic Areas of Responsibility

(1) Under the DP3, Personal Property Shipping Offices (PPSO) are established to provide program related services to all DoD uniformed service members and civilian employees within a specific geographic area of responsibility. These areas of responsibility can be found in the Personal Property Consignment Instruction Guide (PPCIG) published by SDDC and located within DPS. **PPSOs are considered full-service personal property offices** with front office (counseling and limited quality assurance) and back office (shipment management, invoice verification/certification and quality assurance) operations. **PPPOs are generally comprised of personnel performing only front office operations** (counseling and limited quality assurance) and are assigned to a regional JPPSO. All Marine Corps Personal Property Offices are considered PPO's (pronounced "pippo") regardless of their capability as a PPSO or PPPO, per Chapter 1, paragraph 1, subparagraph i of this Order.

(2) Regional Inter-Service Support Agreements (ISSA) or Memorandums of Agreement (MOA) delineate responsibilities between the PPSO and any PPPO which they serve and between JPPSOs and any PPPOs which they serve.

(3) Consolidated Personal Property Shipping Offices (CPPSOs) are established for a single Service to consolidate multiple geographic areas of responsibility within that Service. The Marine Corps does not own/manage any CPPSOs nor is there a requirement to provide any Marine Corps sponsored personnel to staff any CPPSOs.

(4) Joint Personal Property Shipping Offices (JPPSO). JPPSOs are established to consolidate multiple geographic areas of responsibility and are staffed with uniformed service members and/or civilian employees from two or more Services. The Marine Corps does not own/manage any JPPSOs. Chapter 2, paragraph 5, subparagraph b of this Order describes the PPSO Consolidation effort and Marine Corps responsibilities for manpower staffing of selected JPPSOs supporting formerly assigned Marine Corps geographic areas of responsibility.

e. Responsibilities of the Personal Property Office (PPO) Under the Defense Personal Property Program (DP3). Note that the JTR changes at least monthly and the referenced paragraph numbers throughout this Order and other references may change at any time. Therefore, it is required that all personnel assigned to perform personal property office duties become thoroughly familiar with the JTR. Additionally, reference (b) prescribes the duties and responsibilities of DoD personal property offices. Installation commanders are responsible for assigning adequate personal property counselors, shipment managers and quality assurance personnel to conduct individual and group counseling sessions, manage shipment and storage requirements, process invoices, manage local personal property contracts, execute quality assurance actions and other administrative procedures needed to perform effective personal property operations. PPO personnel will use the DPS to counsel, effect shipment management processes and assist in the filing of claims for all uniformed service members and civilian employees for the majority of personal property shipment and storage requirements as follows:

(1) Counseling

(a) Conduct interviews, determine shipping and/or storage requirements, provide advice on entitlements and allowances, shipment and

storage restrictions, explain responsibilities of service members and civilian employees, calculate potential excess costs and document any exceptions via signature.

(b) Prepare counseling checklists and applications for shipment/storage and other transportation documentation as required. Counselors will inform uniform service members that Quality Assurance (QA) Inspectors may validate the Household Goods Inventory sheets against the personal property located at the residence and any other authorized pickup locations to reduce instances of fraud.

(c) The following statement will be placed on each DD 1797 (Section 8: Special Instructions) for each shipment, application for storage and personally procured move:

BEGIN STATEMENT

Statement of Basic Entitlements/Allowances: I understand that the weight of all of my personal property shipments, including non-temporary storage lots moved/stored under my current set of PCS/Separation/Retirement Orders, cannot exceed my maximum authorized weight allowance of _____ pounds. If I exceed my maximum authorized weight allowance, I will have to pay excess costs to the government for transportation and or storage of the extra weight. My authorized origin is _____ and my authorized destination is _____. If I am a separatee, I am authorized 180 days from the date of separation to initiate all shipments. If I am a retiree, I am authorized one year from the date of retirement to initiate all shipments. I may have to pay excess costs to the government should I choose to move personal property to/from other than authorized locations or otherwise exceed my entitlements/allowances.

Signature of the Marine or other authorized person:

_____ Date: __/__/____ (DD/MM/YYYY).

END STATEMENT

(d) Validate and route shipment applications to the Outbound queue.

(e) Since most Marines and other uniformed service members and some civilian employees generally move every 24-36 months and continued familiarity with DPS is limited, PPOs are encouraged to establish counseling classrooms with internet support to provide hands-on DPS training and additional counseling to ensure uniformed service members and civilian employees receive enhanced, one on one shipment and claims counseling support when required/requested.

(f) Maintain hard copies of all shipment records for personal property shipments, including POV shipments, supporting BLUEBARK (deceased), severely disabled and other personnel shipments deemed appropriate by the PPO Supervisor.

(2) Outbound

(a) Mode plan shipments.

- (b) Tender shipments.
- (c) Prepare shipment and customs documents.
- (d) Establish required delivery dates (RDD).
- (e) Maintain shipment documentation on file.
- (f) Arrange local moves.

(g) Manage the Direct Procurement Method (DPM) contract and any other locally produced personal property related contract(s), as applicable.

(h) Ensure destination Personal Property Offices are notified via email to the PPCIG Inbound address and/or telephonically as required, of the Planned Delivery Date and Bill of Lading number of shipments supporting BLUEBARK (deceased), severely disabled and other personnel shipments deemed appropriate by the PPO Supervisor.

(3) Non-Temporary Storage (NTS)

- (a) Prepare necessary documentation.
- (b) Determine entitlement to storage.
- (c) Provide notification of NTS expiration.
- (d) Monitor NTS expiration dates.

(e) Contact employee/Human Resources Office (HRO) for further entitlement extensions/conversions for civilian employees.

(4) Inbound

- (a) Advise members of responsibilities.
- (b) Arrange for delivery of shipment.
- (c) Place shipments into SIT.

(d) Adjudicate requests for extensions of SIT based on valid written needs of the uniformed service members and civilian employees per Chapter 7 of this Order, the respective Service regulation and the JTR.

- (e) Trace shipments upon expiration of the RDD.

(5) Contract Management

(a) Provide the local/regional Contracting Officer with technical requirements for local contracts such as the Direct Procurement Method (DPM) Contract. Ensure local contracts are prepared in strict accordance with guidance provided in reference (b).

(b) Act as the Contracting Officer's Representative (COR), Ordering Officer or perform any other required actions as needed to support the management and invoicing of all local contracts, including contracts that support PPSO Consolidation. These contracts may require the consolidated PPO

to track expenditures for the local command Comptroller or other such controls. However, the supporting JPPSO must have unencumbered access to the local contracts to ensure shipment management support is provided in a timely manner.

(6) Quality Assurance (QA) and Transportation Service Provider (TSP) Performance. Execute QA requirements per reference (b). Personal property inspections will be conducted for at least fifty (50) percent of all outbound and inbound shipments, including shipments placed in NTS, shipments executed under local contracts and Personally Procured Moves (PPM). QA Inspectors will inspect and provide assistance for all BLUEBARK, severely injured/ill and other personnel shipments deemed appropriate by the PPO Supervisor.

(a) Contact shall be made by QA Inspectors in person as the general rule or by telephone as the exception. Inspection results will be posted to the DPS shipment record within three (3) GBDs of the inspection. QA personnel must manage the Inbound and Outbound shipment management queues within DPS to determine daily inspection schedules. JPPSOs will authorize QA Inspectors access to these queues where appropriate.

(b) QA Inspectors will, in person or telephonically, monitor all moves with unusual requirements, such as requests for crating of motorcycles, jet skis, carts, boats and other special crating and packing, volume pickups for deployments and casualty pickups and deliveries to ensure TSP services are provided as ordered by the PPO. When practical, the service member/civilian employee may retain special crates, boxes or other specialized packing material for their personal use upon delivery. The PPO will note when service members/civilian employees retain these items to ensure new items are not provided in subsequent moves unless the retained items are deemed unserviceable by a QA Inspector. QA Inspectors are also expected to monitor PPM shipments and validate/compare actual personal property available at the residence or other authorized pickup locations against the Household Goods Inventory sheets primarily for personnel who request advance payments and secondarily to all others and report significant discrepancies to the PPO Supervisor for appropriate action.

(7) Manage Invoices

(a) Verify performance of services.

(b) Certify invoices.

(c) Conduct monthly invoice reconciliations.

(8) Manage Personal Effects and Baggage Center (PEBC) Operations

(a) PEBCs are located at Camp Lejeune and Camp Pendleton.

(b) Perform PEBC operations per Chapter 2, paragraph 5 of this Order and reference (j).

(9) Claims Assistance

(a) Personal property claims will generally be settled by uniformed service members and civilian employees directly with the Transportation Service Provider (TSP)/Non-Temporary Storage Contractor within DPS or with the respective Service Military Claims Office (MCO). PPOs may

provide assistance for all personnel filing claims within DPS and effect initial coordination with the respective Service MCO per Chapter 12, paragraph 1, subparagraph b of this Order. Refer to reference (b) for each Service's MCO point of contact information. PPOs will support requests for additional information, photographs, etc., from any Service MCOs for adjudication of all uniformed service members and civilian employees' claims actions. Contact the CMC (LPD-2) when support to the MCO cannot be provided or other conflicts arise which could prevent the timely settlement of a claim. Chapter 12 of this Order provides additional Claims policy and procedures.

(b) Perform quality assurance actions in strict compliance with reference (b), Chapter 410, Specialized Procedures, when mold, mildew and/or water damage is observed or suspected. At no time will mold contaminated/water damaged personal property be delivered inside a uniformed service member/civilian employee residence or storage facility unless a waiver is signed accepting responsibility for the cleaning/mitigation of the mold contaminated/water damaged personal property.

f. Controls on Fraud, Waste and Abuse. DMOs will establish internal control procedures to supplement the quality assurance procedures established in reference (b) to prevent the unnecessary expenditure of Government funds. At a minimum, unless covered by Commanding General Inspection or Inspector General Checklists, the program will include:

(1) An internal quality control program to prevent:

(a) Bribery, payoffs, or acceptance of gifts from Transportation Service Providers (TSPs) or contract personnel in exchange for preferential treatment.

(b) Unauthorized shipments of personal property.

(c) Exceeding authority authorized by this or other regulations.

(d) Unnecessary storage.

(e) Excess costs to service members.

(f) Fraudulent personal property loss/damage claims packages.

(g) Fraudulent use of the PPM program (see Chapter 1, paragraph 2e(6) (b) of this Order for further policy/procedures).

(2) A training program to:

(a) Eliminate shipment misconsignment by ensuring all travel and transportation orders are read and understood and research is conducted in the PPCIG and Appendix W of the JTR to ensure each shipment is consigned correctly.

(b) Ensure proper counseling of all uniformed service members and civilian employees.

(3) Review travel orders to ensure proper funding is provided and language within the travel order does not conflict with the JTR, reference (b), this Order and other applicable Service regulations to circumvent

authorized entitlements and allowances. PPOs in receipt of questionable or improper travel orders will request an explanation from the order writing activity. PPOs may contact the CMC (LPD-2), per local DMO policy, for additional orders clarifications. In the absence of satisfactory explanation or corrective action, the matter shall be referred up the local operational chain of command and/or forwarded to the Criminal Investigative Division (CID) or Naval Criminal Investigative Service (NCIS), as appropriate, for further investigation.

(4) Use Inspector General, Marine Corps and Commanding General Inspection Program inspections to validate internal controls and operations. Inspection Checklist Functional Area 800 (Personal Property) will be used to validate the effectiveness of internal controls of personal property office operations on an annual and as required basis per installation requirements. A copy of each formal inspection/evaluation will be made available for review for the current and previous six calendar years.

g. Responsibilities of the Transportation Voucher Certification Branch (TVCB). The TVCB is the centralized Marine Corps authority to certify payment for public vouchers and vouchers for transfer between appropriations and/or funds and DoD invoices for the world-wide movement of Marine Corps personnel and things, including freight, personal property and passenger associated charges applicable to Marine Corps appropriations that are not processed in the Third Party Payment System (TPPS). Further, the TVCB certifies PPM Claims, conducts HHG shipment record reviews for identification, calculation and notification processes related to the collection of excess costs by the designated Marine Corps Finance Center, reviews invoices in dispute and certifies invoices for Direct Procurement Method (DPM) Contracts. Chapter 13 of this Order provides additional responsibilities of the TVCB.

h. Retention and Disposal of Shipping Documents and Records

(1) Per the provisions of reference (c), Part III, Standard Subject Identification Code (SSIC) 4050 and 4610, household goods (HHG) shipment files are retained for 6 years, 3 months from the date of pick up or date of delivery, as applicable.

(2) Records pertaining to the receipt, storage, and disposal of lost, abandoned, or unclaimed personal property and personal effects of deceased or missing persons shall be maintained for 2 years after the date of delivery to the proper recipient. However, if the property is unclaimed by the proper recipient, records will be maintained for 5 years from the date the property was sold or otherwise disposed of.

(3) Records pertaining to the receipt, storage, and disposal of unclaimed personal property of deceased or missing persons (no proper recipient identified) shall be maintained for 8 years after the date of disposal.

(4) Records pertaining to personal property contract files are to be retained per the provisions of Part III SSIC 4050 of reference (c).

(a) Transactions at or below the simplified acquisition threshold of \$2,000 are retained for 3 years after final payment.

(b) Transactions that exceed the simplified acquisition threshold of \$2,000 are retained for 6 years and 3 months after final payment.

i. Control of Accountable Documents. Blank, serialized accountable documents, such as Government Bills of Lading, are no longer required for personal property operations in the DP3 and shall not be maintained within the PPO for personal property operations.

j. Reporting Requirements. The development, publication and frequency of reporting selected personal property and transportation voucher certification operational metrics will be provided via separate correspondence.

CHAPTER 2

BASIC ENTITLEMENTS

1. Shipments Under Temporary Duty Orders

a. General Information. Within the Marine Corps, Temporary Duty (TDY) means duty at one or more locations, away from the PDS, under an order providing for further assignment or pending further assignment to return to the old PDS or to proceed to a new PDS. TAD, which is a form of TDY peculiar to the Department of the Navy, involves traveling away from the Permanent Duty Station in the performance of prescribed duties at one or more places and directs return to the starting point upon completion of such duties. Personnel on TAD remain assigned to the station from which they proceeded on TAD.

b. Basic Entitlements

(1) The shipment of HHG or unaccompanied baggage (UB) to the TAD location must be authorized by the Marine's order writing official, contain valid funding and be specifically stated in the travel orders.

(2) The shipment may not exceed the authorized temporary duty weight allowance for uniformed service members per JTR, pars. 4500-4575 or 350 pounds of unaccompanied baggage for civilian employees per JTR, par. 4580.

(3) Note that Chapter 10 of this Order contains specific entitlements and allowances for Marine Corps sponsored DoD civilian employees. The remainder of this Chapter through Chapter 9 describes entitlements and allowances for Active Duty, Reserve, Separated and Retired Marines, Persons Eligible to Receive the Effects (PERE) of deceased Marines as designated on DD 1300 (Report of Casualty) and the Unit Commander or other personnel as designated by this HQTRS to act on the behalf of a Marine deployed, incarcerated, wounded, missing in action or deceased.

c. Storage. For periods less than 90 days, refer to the JTR, pars. 4500-4575. Storage for periods of 90 or more days/in conjunction with TDY/deployment when no PCS is involved may be approved through the Secretarial Process per Chapter 2, paragraph 4 of this Order.

d. Unit Deployment Program (UDP). See Chapter 2, paragraph 4 of this Order for UDP entitlements and allowances.

e. Accompanied Baggage/Excess Baggage. Instructions for accompanied baggage and excess baggage are contained in the JTR and must be authorized or approved by the order writing official.

(1) Per Chapter 4, paragraph 18.c of MCO 1000.6, excess baggage must be authorized/approved in the orders directing the TDY.

(2) When authorized, funding for excess accompanied baggage will be provided by the activity writing the orders.

(3) Requests for excess accompanied baggage authorization using Military Personnel, Marine Corps (MPMC) funding for uniformed personnel executing orders shall be requested from the CMC Manpower Management Integration Branch-3 (MMIB-3).

2. Shipments Under Permanent Change of Station (PCS) Orders

a. Entitlement References. The JTR, Chapter 5, Part A contains the basic entitlements and allowances for the transportation of personal property, including household goods, privately owned vehicles and mobile homes incident to PCS and selected TAD.

b. Authority to Effect Shipment. Each shipment effected will be supported by PCS orders (Web Orders) or other written instruments which provide funding and authorities necessary to perform the shipment. Examples of written instruments of authority which may be used in lieu of permanent change of station orders (PCSO) for shipping HHG are as follows:

(1) Report of Casualty (DD 1300). This form may be used by the dependent, next of kin, or legal heir to support a request for shipment of HHG under the conditions specified in JTR, par. 5316. Further, refer to Chapter 402-G of reference (b) for additional BLUEBARK (deceased cases) shipment procedures.

(2) MMIB-3 Approved Letter. From time to time the CMC (MMIB-3), acting as the Service Concerned, may issue PCS funding that authorizes the movement of HHG and dependents without an actual PCS Order. Examples include Early Return of Dependents and Personal Safety Moves. PPOs will comply with the specific instructions provided in these letters including shipment to designated places and protection of information regarding personal safety moves. PPOs may request additional guidance from the CMC (MMIB-3) and the CMC (LPD-2).

c. Transportation of HHG Prior to Issuance of Orders. Shipment of personal property and payment for personally procured moves prior to the official issuance of orders is not authorized.

d. When Transportation of HHG is Not Authorized

(1) Reserve Component

(a) For Marines of Reserve components when called (or ordered) to active duty (including active duty for training) for less than 20 weeks.

(b) For Marines of Reserve components when called (or ordered) to active duty for a period of greater than 20 weeks at more than one location but less than 20 weeks at one location.

(2) Pursuant to leave or recall therefrom.

(3) Marines in an Unauthorized Absence (UA) status.

(4) Marines serving in CONUS incident to a court-martial sentence or administrative discharge under other than honorable conditions; refer to Chapter 2, section 3 of this Order.

(5) For Marines under orders to pursue a course of instruction of less than 20 weeks duration. TAD allowance may be authorized under Chapter 2, paragraph 1, subparagraph b of this Order.

(6) For Marines called (or ordered) to active duty for less than 6 months.

(7) HHG to a station Outside the Continental United States (OCONUS) when less than 12 months remain in the Marine's overseas tour after the date the HHG are scheduled to arrive at that station.

(a) JTR authorizes shipment when reassignment to another PDS OCONUS before the prescribed OCONUS tour is completed due to base closure or similar action.

(b) JTR authorizes shipment when assigned to Foreign Service schools.

(c) Requests for ETP to the above must be forwarded to the CMC (LPD-2) via the appropriate chain of command with assistance from the local PPO.

(8) Marines transferred from one duty station to another duty station when both duty stations are located within the corporate limits of the same city or town, except for the provisions in JTR.

e. Accompanied Baggage. At the time of the counseling session, Marines will be instructed to utilize their accompanied baggage allowance to transport items which they will require immediately upon their arrival at destination, such as uniforms, coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

f. Unaccompanied Baggage (UB). A separate UB shipment is authorized for shipment to, from, and between overseas areas. Separate UB shipments are not authorized for shipments originating and ending in CONUS. UB shipments are utilized for articles that are essential to the immediate health and comfort of the member and dependents, required medical equipment and/or professional books, papers, and equipment urgently needed in the performance of official duties. Large furniture items are not considered UB. See Appendix A of the JTR for additional definitions of UB. The weight of the UB shipment(s) shall count against the maximum authorized weight allowance.

(1) When a separate UB shipment is authorized to an administratively weight limited area, the weight of the shipment shall count against the authorized administrative weight limitation per JTR Appendices A (Definition of Unaccompanied Baggage) and W (Administrative Weight Allowance Locations).

(2) When a separate shipment of UB is authorized, the UB weight is limited to the following:

(a) Unaccompanied Marines may ship up to 10 percent of their maximum authorized weight allowance as UB of which 1,000 pounds may travel by commercial air. Shipment of UB by commercial air is cost prohibitive, therefore, requests for shipments of UB by commercial air when commercial air is not the preferred method of shipment as identified in the PPCIG, will be forwarded to the CMC (LPD-2) for review at least 30 days prior to the earliest detachment date on the orders. Note that specific OCONUS areas have administrative weight limitations and JTR Appendix W provides administrative weight limitations for those areas which may be less than 10 percent of the maximum authorized weight allowance.

(b) Accompanied Marines may ship up to 2,000 lbs of their maximum authorized weight allowance, of which 1,000 pounds may travel by commercial air. Shipment of UB by commercial air is cost prohibitive, therefore,

requests for shipments of UB by commercial air when commercial air is not the preferred method of shipment as identified in the PPCIG, will be forwarded to the CMC (LPD-2) for review at least 30 days prior to the earliest detachment date on the orders.

g. Administrative Weight Limitations (AWL). The JTR, par. 5202 provides the regulatory requirements for the establishment of locations designated as Administratively Weight Limited (AWL). Further, JTR Appendix W lists the locations and administrative weight limitations and is the single source for AWL determinations. The PPCIG also provides shipment instructions for specific countries and locations, but if the AWL listed in the PPCIG is not identified in JTR Appendix W, it is invalid unless approved by the CMC (LPD-2). AWL's are generally assigned when government-owned furnishings are available or size of the quarters is limited. Requests for AWL designations are forwarded by the respective Service HQTRS to the Military/Civilian Advisory Panel for review. If approved, a change to JTR Appendix W will be made and the AWL will then be established.

(1) PPOs will ensure uniformed service members understand the AWL for the location identified on the PCS orders and annotate Section 8 Special Instructions on the DD 1797. There are several exceptions and situations clearly outlined in JTR, par. 5202; however, if further clarification is required, contact the CMC (LPD-2) for assistance.

(2) Professional Books, Papers and Equipment (PBP&E) and Required Medical Equipment do not count against the AWL and may be shipped as UB or HHG, as appropriate.

(3) For member married to member/employee couples, see JTR, par. 5106-J and 5202-C for UB and HHG weight allowances.

(4) Upon return from an AWL area, a Marine may request an increase to the return AWL per the exceptions listed in JTR, par. 5202 to the CMC (LPD-2) for review at least 30 days prior to the earliest detachment date. Commanders are prohibited from establishing blanket return AWL increases effective the date this Order is signed and Marines assigned to an AWL with an issue date of the orders on or after the date this Order is signed will adhere to this policy. Marines already in certain AWL areas or whose orders were issued prior to the date this Order is signed are authorized to return with the previously authorized additional weight allowance, provided the additional weight allowance does not exceed the Marine's maximum authorized weight allowance for all shipments to the next Permanent Duty Station.

h. Local Moves of Personal Property. Refer to Chapter 5 of this Order for entitlements, allowances and instructions for Local Moves of Personal Property.

i. Personally Procured Moves (PPM). Refer to Chapter 4 of this Order for entitlement, allowances and instructions for PPMs of Personal Property.

j. Reimbursement for Personally Procured Transportation. Refer to Chapter 4 of this Order for entitlements, allowances and instructions for Reimbursement Personally Procured Transportation.

k. Student Dependents

(1) Student dependents attending school at an approved location are authorized a UB shipment/storage, not to exceed 350 pounds, at Government expense in connection with each trip authorized between the school and the Marine's PDS, per JTR, par. 7155-E.

(2) This provision does not apply when the member's PDS is Alaska or Hawaii and the dependent child is attending a school in the United States to obtain a secondary education.

l. Shipment from a Previous Duty Station. A shipment of HHG to the new duty station is authorized from:

(1) The present duty station.

(2) Former duty station, including the Home of Record (HOR) (orders in combination), except on a separation move. When orders in combination are used, shipment from the former duty station is limited to the unused balance of the authorized weight allowance in effect on the effective date of the prior orders from any former duty station. JTR, par. 5172 clearly illustrates orders in combination entitlement calculations.

(a) Marines are not authorized a shipment when there is no weight allowance remaining under the current PCS/Separation/Retirement orders. Upon completion of all shipments, the PPO will combine all the modified net weights to determine whether the combined weight exceeds the maximum authorized weight allowance and places the Marine into an excess cost condition.

(b) When orders in combination are used, the DD 1797 and DD 1299 will be annotated to indicate the member has been counseled on potential excess costs in connection with orders in combination moves.

m. Shipment to and or from Other than Authorized Locations. When a shipment is made to and/or from other than authorized location, the following applies:

(1) Limited to the weight allowance authorized and/or maximum government obligation (MGO) cost to ship the property between authorized locations.

(2) Personal property shipped must have been acquired/owned by the uniformed service member prior to the effective date of the orders used to effect the shipment.

(a) Shipment at Government expense will be limited to the comparative cost permitted by the directive orders, e.g., directive orders are from Atlanta, Georgia to Newport, Rhode Island. When Marine decides to ship to other than authorized location such as from Atlanta, Georgia to Mayport, Florida), the cost of the shipment to Mayport, Florida should not exceed that of a comparative shipment to Newport, Rhode Island.

(b) Marines are not authorized a shipment when there is no weight allowance remaining under the current PCS/Separation/Retirement orders. Upon completion of all shipments, the PPO will combine all the modified net weights to determine whether the combined weight exceeds the maximum

authorized weight allowance and places the Marine into an excess cost condition.

(c) If shipment is to a cost-effective location, the Marine will be counseled that shipment from that location to the next PDS or other location is based on authorized shipment weights and costs from the current PDS to the new PDS and may result in excess costs to the Marine. The DD 1797 and DD 1299 will be annotated to indicate the Marine has been counseled on potential excess costs associated with shipment to a cost effective location.

3. Unusual Situations

a. Transportation of HHG from Outside the United States Due to Official Situations

(1) JTR, par. 5276 describes specific situations when a member is authorized transportation of personal property for a dependent. When a command sponsored dependent must be relocated from a permanent OCONUS duty station due to Official Situations/becomes involved in an incident which:

(a) Is embarrassing to the U.S. Government.

(b) Is prejudicial to order, morale and discipline in the command, or

(c) Gives rise to conditions where the safety to dependents no longer can be ensured because of adverse public feeling in the area, the Secretary Concerned (CMC [MMIB-3]) may authorize shipment of HHG to a designated place within CONUS, a non-foreign OCONUS area, or if the dependents are foreign nationals, to a place in the country of the dependents' origin.

(2) Return to member's overseas duty station. When a dependent was previously returned from the overseas duty station to ensure the safety of the dependent, return transportation of HHG for the dependents to the member's overseas PDS may be authorized by the CMC (MMIB-3).

(a) A minimum of 12 months must remain of the Marine's tour at the OCONUS PDS on the RDD of the shipment.

(b) Requests for waivers to the 12 months remaining may be requested from the CMC (MMIB-3) when the HHG shipping time will use up a portion of the 12 months at the overseas PDS.

(c) All requests of this nature will be submitted to the CMC (MMIB-3) at the below listed address. The CMC (MMIB-3) can also be contacted by telephone number (703) 784-9236:

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
Manpower Management Division (MMIB-3)
3280 Russell Road
Quantico, VA 22134-5103

b. Transportation of HHG from OCONUS Due to Personal Situations.
Authorization for shipment of HHG must be approved by the CMC (MMIB-3), per JTR, par. 5276.

c. Disciplinary Action Taken Against Marines Stationed Outside CONUS (OCONUS) and Marines Discharged Under Other Than Honorable Conditions. Authorization for shipment of HHG must be approved by the CMC (MMIB-3), per JTR, par. 5298.

d. Transportation of Ex-Family Members Incident to Divorce or Annulment. OCONUS shipments associated with divorce or annulment shall be performed per JTR, pars. 5104 and 5276.

e. Transfer by Service Record Book. Transfer by service record book (for record purposes only) is normally accomplished when a Marine is in a non-available status. Examples of situations where Marines are transferred by service record book include: confined, hospitalized, confined awaiting trial by general court-martial and in the hands of civil authority. Refer to the specific circumstances which caused the transfer by service record to determine the shipping entitlement.

f. Reshipment of HHG Improperly Shipped Through No Fault of the Marine. The PPO is authorized to reship HHG which have been shipped improperly or otherwise have become unavoidably separated from the member through no fault of the member, per JTR, par. 5208-B. Coordination with the appropriate Service HQTRS, when applicable, and SDDC Personal Property Operations may be necessary to coordinate the shipment. Invoicing for these shipments must be managed carefully to ensure only authorized charges are actually paid by the government.

g. Travel and Transportation for a Dependent Relocating for Personal Safety. Per JTR, par. 5106, transportation of personal property may be authorized by the Service designated official. For Marines, the Service designated official is CMC (MMIB-3). Commanding Officers may make the determination that relocation is necessary for the safety of the dependents when all JTR-specified qualifications have been met. The formal request for funding is sent to CMC (MMIB-3) for consideration. CMC (MMIB-3) will issue a letter with the determination and, if approved, provide funding lines for travel and transportation. CMC (MMIB-3) will also designate, based on the formal recommendation from the command, the location to which the dependents are authorized travel and transportation allowances. These allowances are paid to the dependent, not the member. Note that HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent, including HHG in NTS. PPOs are reminded to review reference (b) for Personal Safety shipment designations in the when applicable and comply with confidentiality requirements. Additional guidance may be requested from the CMC (MMIB-3) and the CMC (LPD-2).

h. Evacuations. JTR, Chapter 6, describes evacuation allowances for travel and transportation of Marines' authorized dependents in OCONUS and CONUS. CMC (M&RA), with coordination from the CMC (I&L) and the CMC (P&R), will publish specific guidance regarding policies and procedures for eligible evacuations to manage travel and transportation of Marines' authorized dependents, personal property and pets.

i. Expiration of Storage Entitlements/Conversion to Personal Expense. There are specific notification requirements in reference (b), Chapter 406. In all cases, before conversion to the Marine Corps uniformed service members and civilian employees expense and on the date of the first entitlement

expiration notice, documented attempts will be executed by the PPO to contact via certified mail to the last known mailing address, email to the last known email address with a delivery and read receipt notification activated and telephone contact to the last known telephone number.

(1) For active duty personnel, PPOs may engage the Marine's commanding officer for assistance. For civilian employees, engage the local HRO for assistance. When all actions have been completed and the PPO cannot locate and/or establish contact with the Marine Corps uniformed service member or civilian employee, the PPO will request assistance and approval from the CMC (LPD-2) before converting the shipment to personal expense. Upon final review and approval by the CMC (LPD-2) for Marine Corps uniformed service members and civilian employees, the PPO will immediately notify the SIT TSP/NTS Contractor, as appropriate, and the TVCB that at the end of 30 days from the date of the official written notification (electronic mail is also appropriate when responded to by the SIT TSP/NTS Contractor) the shipment will be converted to the Marine Corps uniformed service member's or civilian employee's personal expense.

(2) For all other service members and civilian employees, PPOs will verify each Service regulation policy prior to conversion at service member's/ civilian employee's personal expense. Once converted, a local delivery may be authorized per JTR, par. 5172-J when the uniformed service member or civilian employee's order and/or transportation authorization remains valid (approved extensions for transportation of household goods).

4. Routine and Unscheduled TDY/Deployments for 90 or More Days/An Indefinite Period

a. Description. Routine TDY/Deployments for 90 or more days/an indefinite period, such as the UDP, Special Purpose Marine Air Ground Task Force (Crisis Response) and other deployments per MCBUL 3100, are scheduled, cyclic and planned TDY/deployments. Unscheduled TDY/Deployments for 90 or more days/an indefinite period are usually in support of contingency operations (e.g., Operation Enduring Freedom). Entitlements and allowances for Routine and Unscheduled TDY/Deployments for 90 or more days/an indefinite period are generally the same and include Special Storage of personal property. Special Storage includes HHG and one (1) Privately Owned Vehicle (POV) for eligible Marines and uniformed service members assigned to Marine Corps units per Chapter 2, paragraph 4, subparagraph d.(2) of this Order, below. Further, the HHG and one (1) POV must be present at the PDS in order to qualify for Special Storage and the POV must be registered in the name of the TDY/deploying Marine/uniformed service member assigned to a Marine Corps unit. ETP requests will be forwarded to the CMC (LPD-2) for consideration.

b. Per JTR, par. 4565, the Secretarial Process (CMC LPD-2) is designated as the approval authority for Special Storage in connection with TDY/deployment for 90 or more days/an indefinite period. Therefore, approval is granted for eligible Marines/uniformed service members assigned to Marine Corps units, as described in Chapter 2, paragraph 4, subparagraph d.(2) of this Order, below, for Special Storage when TDY/deployed for 90 or more days/an indefinite period. Note that uniformed service members assigned to Marine Corps units may have different entitlements/allowances prescribed by their Service regulations; therefore PPOs are required to validate their entitlements/allowances prior to placing personal property into Special Storage.

c. Funding

(1) Funding for Special Storage in support of scheduled TDY/deployments for 90 or more days/an indefinite period is the responsibility of the Marine Corps installation commander where the unit is permanently assigned. Operations and Maintenance, Marine Corps (O&MMC) funds will be used for routine Special Storage. For those personnel and units assigned to non-Marine Corps installations, funding for Special Storage will be requested from the parent command for sourcing.

(2) Funding for Special Storage in support of unscheduled TDY/deployments for 90 or more days/an indefinite period for unit deployments is the responsibility of the unit requesting Special Storage regardless of physical location (e.g., on a Marine Corps installation or located elsewhere) of the unit or individual. Coordination between the parent command of the unit and the Installation Commander's Comptroller Offices is usually required to coordinate funding for unit deployments supporting unscheduled contingency operations. Funding for TDY/deployment for 90 or more days/an indefinite period for an individual Marine or individual uniformed service member assigned to a Marine Corps unit (augments, etc.) is coordinated between the DMO and the Comptroller of the parent command of the individual Marine or uniformed service member assigned to a Marine Corps unit to establish funds tracking and accountability, or as local procedures dictate.

d. Entitlements

(1) UB shipments and PCS entitlements are not authorized.

(2) The entitlement to Special Storage of personal property (HHG and one [1] POV) is intended for those Marines/uniformed service members assigned to Marine Corps units who are ordered to TDY/deployment for 90 or more days/an indefinite period. Storage for (1) POV is authorized for Marines/uniformed service members assigned to Marine Corps units who are sent TDY for more than 30 days to a contingency operation or sent TDY for more than 30 days in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage. Commanding Officers will provide the PPO a listing of all personnel requiring Special Storage, identified with annotations for personnel who require HHG and/or POV storage, at least 30 calendar days prior to the requested pick up dates and will certify the entitlement to Special Storage per the below:

(a) Special Storage for Marines/uniformed service members assigned to Marine Corps units is limited to eligible personnel who do not draw a with-dependent rate of Basic Allowance for Housing (BAH). Personnel drawing BAH at the with-dependent rate who provide documentation that their BAH will stop upon the date of deployment will be provided Special Storage.

1. Situations when special storage is authorized for Marines/uniformed service members assigned to Marine Corps units:

a. Single or divorced Marines living in the BEQ.

b. Single or divorced Marines living off base who provide documentation that their BAH will stop upon the date of deployment.

2. Specific situations when special storage is not authorized for Marines/uniformed service members assigned to Marine Corps units:

a. Geographic bachelors living in the BEQ for convenience (collecting BAH with-dependents).

b. Geographic bachelors living off base in town (collecting BAH with-dependents).

c. Married Marines living in the local economy with dependents.

d. Married Marines living in Government quarters or in the local economy who send dependents to a HOR or other location.

e. Single parents living in Government quarters or in the local economy and collecting BAH with-dependents.

f. Single parent living in Government quarters or in the local economy collecting BAH with-dependents who send dependents to a HOR or other location.

(b) Special Storage includes local shipment, drayage, packing, and crating if necessary to place the HHG in storage and return HHG to the member in the local area upon completion of the deployment. This includes POV transportation to and from the POV storage facility, when required.

(c) For specific situations not listed above, PPOs will contact the CMC (LPD-2) for a policy determination.

e. Expiration of Entitlement

(1) The Unit will notify the PPO at least 30 days prior to the return of the Unit from the deployment to begin coordination of delivery of Special Storage. Upon return from deployment, all eligible uniformed service members who have elected the Special Storage option must remove personal property from storage upon return to Government quarters, receipt of the quarters allowance, or occupation of local economy quarters, but not later than 90 days after the official return date of the Unit. Individuals who are TDY for 90 or more days/an indefinite period will also comply with the provisions in this paragraph.

(2) Failure to take possession of personal property in storage will result in the storage costs converting to the Marine/uniformed service member's personal expense. PPOs will ensure every effort will be taken to deliver the shipment before conversion to personal expense. This coordination includes providing a list of personnel who did not take possession of their Special Storage to the Unit command(s) to ensure accountability and status of all remaining personnel when shipments in Special Storage are established. If applicable, comply with the instructions in Chapter 2, paragraph 3, subparagraph i of this Order.

f. Storage Arrangements. Arrangements for Special Storage of HHG and one (1) POV will be made by the PPO.

(1) Special Storage may be executed in single lots or multiple lots under one primary lot, as appropriate for the installation. PPOs may use a local contract or SDDC Storage Management Office (SMO) negotiated NTS rates to secure Special Storage of HHG. When a PPO is operating under PPSO Consolidation rules, the PPO must submit the request to the supporting JPPSO at least fifteen (15) GBD prior to the first pick up date. Changes may be made to the request not later than three (3) GBDs prior to the first pick up date. In the event more personnel are required to be picked up on the pickup date that are not on the request, the unit must temporarily store the personal property in the unit supply secure area until the JPPSO can arrange another pickup. Units will ensure there is an accountability process in place in the event personal property becomes damaged, lost or stolen while in the unit's possession. JPPSOs are required to arrange for pickup of the remaining shipments not later than five (5) GBDs of the original pick up date.

(2) PPOs will coordinate Special Storage of POV's with the local contractor, on base storage facility manager or Global POV Contractor via SDDC Personal Property Storage Division, as appropriate. When no suitable POV storage facility is locally available and the Global POV Contractor must be used, PPOs will provide an authorization letter listing all unit personnel or individuals authorized Special Storage.

(3) Marines/uniformed service members assigned to Marine Corps units who are directed TDY/deployed for 90 or more days/an indefinite period are not authorized to store personal property (HHG and one [1] POV) at personal expense with reimbursement.

(4) Units are encouraged to document locations where Marines/uniformed service members assigned to Marine Corps units store their personal property at personal expense to ensure the personal property can be located, processed and shipped to the PERE in the event of a casualty situation.

g. Counseling and Documentation Requirements. PPO counselors will conduct individual or group counseling sessions, as required, to advise eligible personnel of their entitlements/allowances and HHG pickup and delivery procedures and POV drop off and pickup procedures. Appropriate documentation of the counseling, including signed personnel rosters for groups, will be maintained in the shipment file. Minimum counseling requirements are:

(1) Basic entitlement/allowance description and eligibility requirements.

(2) Entitlement/allowance expiration notice requirements and procedures.

(3) Deployed unit and Marine/uniformed service members assigned to a Marine Corps unit are responsible for notifying the PPO at least 30 days prior to the return from the TDY/deployment for 90 or more days/an indefinite period.

(4) Deployed unit and the parent command for individual TDY/deployment for 90 or more days/an indefinite period are responsible for notifying the PPO of those individuals who remained at the TDY/deployment

location with the next deployment to ensure continued eligibility for Special Storage.

h. Combining Storage Lots. The PPO may combine storage lots as a cost-effective storage means.

(1) Individual lots must be identifiable and inventoried separately.

(2) Separate weights and documentation for individual shipments must be maintained on file.

i. Consecutive Routine and Unscheduled TDY/Deployment for 90 or More Days. Marines/uniformed service members who are extended on routine or unscheduled deployment/TDY for 90 or more days/an indefinite period for an additional deployment (commonly called Cross-Det) are not authorized shipment of UB, HHG, or excess baggage. PPOs will ensure these shipments are rolled over to the next unit's Special Storage files to ensure accountability of these shipments is maintained until the Marine/uniformed service member assigned to a Marine Corps unit returns to the PDS. Expiration of entitlement procedures in Chapter 2, paragraph 4, subparagraph e, above, apply to these shipments.

5. Personal Effects and Baggage Center (PEBC) Operations, Special Programs and Efficiencies

a. Personal Effects and Baggage Center (PEBC) Operations. Reference (j) contains applicable regulations regarding personal effects and baggage when:

(1) Uniformed service members and civilian employees assigned to Marine Corps units are deceased, missing, hospitalized, unauthorized absence (UA), incarcerated, on annual or emergency leave, on extended temporary additional duty (TAD), or participating in a unit deployment.

(2) Lost, abandoned, or unclaimed personal property is recovered (comes into custody or control of a military installation/unit).

(3) Personal effects or baggage is processed at a PEBC.

(4) Baggage is held by commercial carrier.

NOTE: Shipments from a PEBC to service members and civilian employees from PEBC's will be executed using the DP3 to ensure Full Replacement Value is applied to each shipment. Exceptions may be granted by the CMC (LPD-2) when the authorized recipient concurs.

b. Personal Property Shipping Office (PPSO) Consolidation. Reference (k) directs the Military Services to consolidate PPSOs into regional JPPSOs. On 4 March, 2014, the Service HQTRS signed a Memorandum of Agreement (MOA) to provide the policy and requirements for executing reference (k). Further, an MOA between the Navy and Marine Corps HQTRS supported by Marine Corps Installation Command and Training and Education Command (as appropriate) will provide additional installation specific policies and procedures to support the PPSO Consolidation effort.

(1) Deputy Commandant, Installations and Logistics, has delegated the responsibility for planning, coordinating and executing the consolidation effort to the Assistant Deputy Commandant, Installations and Logistics (LP).

(2) Under the PPSO Consolidation effort, front office operations such as counseling and selected quality assurance actions (HHG inspections, warehouse inspections and certifications when requested by SDDC Personal Property Storage Division, as approved by the CMC [LPD-2]), will remain at the installation. Back office operations such as shipment management, invoice verification and certification, contract management and selected quality assurance responsibilities will be consolidated to a designated JPPSO in accordance with an accepted timeline and manpower staffing requirements published via separate correspondence. Temporary variations on contract, preapproval authorizations and selected invoice management back office functions may be authorized to remain at front office PPOS when necessary and approved by Navy and Marine Corps HQTRS when appropriate.

(3) Marine Corps sponsored personnel will be assigned to support JPPSO operations between sixty (60) and seventy-five (75) days prior to a JPPSO assuming a Marine Corps geographic area of responsibility.

(4) Under the PPSO Consolidation program, counseling and quality assurance inspections are emphasized and will be augmented accordingly to ensure all uniformed service members and civilian employees are provided additional counseling instructions, as needed, for first time movers, separatees/retirees, casualty officers, PERE and to support more complicated personal property moves (boat, mobile home, special crating requirements, specialized PPMs using commercial services, etc.). Further, physical inspections at primary and secondary pickup and delivery locations are vital to ensure TSPs/Non-Temporary Storage Contractors are providing superior customer service for **EVERY** move.

c. Shipments To/From/Between Diplomatic Missions. Marine Corps Embassy Security Group (MCESG) personnel, Defense Intelligence Agency (DIA) and other Marine Corps sponsored personnel assigned to diplomatic missions as permanent personnel shall utilize the Department of State (DoS) to ship personal property to/from/between these permanent duty assignments.

(1) Marine Corps sponsored personnel shall contact the nearest Personal Property Office to arrange for these shipments per instructions in reference (b). Marine Corps sponsored personnel shall receive entitlements and allowances applicable to members of the DoD per JTR, par. 1000 regardless of assignment to any other Department or Agency.

(2) DoS shall assist Marine Corps sponsored personnel with personal property claims settlements and/or provide Marine Corps Military Claims Office point of contact information as required. Further, Appendix W of the JTR contains administrative weight limitation allowances for MCESG Marines assigned to diplomatic missions worldwide. All other Marine Corps sponsored personnel, including Marines assigned to the DIA for assignment to diplomatic missions, will also be weight limited per Appendix W of the JTR. Exceptions to this policy may be forwarded to the CMC (LPD-2), in writing, at least 30 days prior to the estimated detaching date of the orders for consideration.

CHAPTER 3

BASIC PROCEDURES

1. Entitlement Counseling

a. Preparation of DD 1299 (Application for Shipment and or Storage of Personal Property). JTR, par. 5198 provides that uniformed service members may ship personal property from anywhere to anywhere but are limited to their maximum authorized weight allowance and cost from authorized origin to authorized destination and any deviation may result in excess costs for the member. Most Marines and other uniformed service members (for brevity within this Chapter, all uniformed service members are called "members" and "Marine" will be used when an entitlement or allowance is specific to a Marine Corps uniformed service member) will self-counsel using the DPS, however, the basic requirements for counseling and documentation remain valid and will be used by PPO personnel. Exceptions to the self-counseling policy include first time movers, separatees/retirees, casualty officers, PERE and other personal property moves (boat, mobile home, special crating requirements, specialized PPMs using commercial services, etc.). A separate signed DD 1299 is required for each shipment or storage portion of the member's personal property, including applications for PPMs. Applications shall be numbered 1 of 2, 2 of 2, etc. The DPS Counseling module executes this action automatically; however, counselors will ensure each shipment is specifically numbered, especially releases from NTS. Specific procedures for preparing DD 1299 are discussed in reference (b).

b. Preparation of DD 1797 (Personal Property Counseling Checklist). Each block of the DD 1797 shall be checked by the member at the time of counseling. A blank block indicates the subject was not discussed during the counseling session. This form should be completed as the interview progresses. It is not intended to "summarize" the interview. Any exceptions, such as "Member counseled on Excess Costs", "Member counseled on the use of NTS vice SIT" for separates and retirees or other annotations must be made in Section 8 "Special Instructions" and signed by the member or other authorized person. A **Statement of Basic Entitlements/Allowances** will be placed in Section 8 per Chapter 1, paragraph 2, subparagraph e.(1)(c) of this Order. Explanations of the difference between NTS and SIT for separates and retirees will be stressed to ensure shipments are not made to the Home of Record/Home of Selection when NTS would have been appropriate and the Marine declines NTS must be signed by the Marine.

c. Agents Acting on Behalf of Members

(1) General Information. An agent acting on behalf of a member will be required to furnish a current notarized power of attorney or other written authority signed by the member, indicating that the agent has the member's permission to act on the member's behalf for shipping HHG. Note that the member retains responsibility for the actions/inactions of the agent.

(2) Certificate in Lieu of Signature. When the signature of the Marine or an agent is not obtainable, block 16 of the DD 1299 may be completed by the Marine's commanding officer or commanding officer's appointed designee or the local PPO Supervisor as deemed appropriate with an annotation in block 16 of the DD 1299.

d. Funding

(1) Appropriation Chargeable for PCS. Each Service's specific appropriation data requirements are contained in their Service regulations. Instructions for the appropriation data requirements must be strictly adhered to by Marine Corps PPOs. The appropriation used on Marine Corps PCS orders (PCSO) is called MPMC and is chargeable for the movement of personal property.

(a) Each MPMC is represented in Marine Corps orders with a four digit (Alpha/Numeric) Transportation Account Code (TAC). The TAC is to be used within DPS and Electronic Transportation Operational Personal Property Standard System (eTOPS) for electronic conversion supporting invoice processing, payment and respective entitlement systems with the appropriate full line of accounting.

(b) The appropriate TAC will be assigned in the TAC fields of DPS and/or eTOPS followed by a unique CT (Travel Line) Standard Document Number (SDN) in the DPS/eTOPS Standard Accounting Code (SAC) field(s). Correct application of the SDN in the SAC field enables a complete financial audit from order obligation to settlement and is a mandatory requirement for Marine Corps sponsored shipments/storage. The CMC (P&R RF) and the CMC (LPD-2) will monitor the application of the CT SDN in the SAC field(s) and notification of failure to properly complete the SAC field(s) will be provided to the DMO.

(2) With rare exception, such appropriation data will appear in the PCSO or other written authority furnished by the Marine to support the request for shipment of personal property. For shipment and/or storage of personal property of a deceased Marine, the DD 1300 (Report of Casualty) which is used by the dependent, next of kin, or legal heir to support their request for shipment of personal property, will not normally contain appropriation data. In all such cases, the appropriation data to be cited will be the same as that used for Marine Corps separatees. When required and in connection with PCS orders, appropriation data may be extracted from any of the following directives:

- (a) Web/Marine Reserve Order Writing System (MROWS) orders.
- (b) Marine Corps Total Force System D860 Remark.
- (c) CMC (MMIB-3) letter.

(3) Appropriation chargeable for other than PCS

(a) TDY and TAD. Appropriation O&MMC is chargeable for these orders. Such appropriation data will be furnished by the organizational component which budgets for and funds the Marine's TAD/TDY travel.

(b) UDP and TDY/Deployment for 90 or More Days/Indefinite Period. Refer to Chapter 2, paragraph 4 of this Order for UDP funding and TDY/Deployment for 90 or More Days/Indefinite Period in Support of Contingency Operations.

(c) Local Move and Storage Incident to Involuntary Extension of Tour of Duty Overseas, per JTR, par. 5264. The MPMC appropriation cited in the PCSO which initially transferred the Marine overseas will be cited unless the Marine has spent more than 5 years at the same location using the same

PCSO. In cases such as these, new appropriation data will be requested by the Marine through the chain of command from the CMC (MMIB-3). The Marine is directly responsible for providing a new set of orders or other official document containing new lines of accounting (SDNs and TACs) to the PPO(s) managing any NTS shipments to ensure the correct appropriation data is applied to the electronic shipment record for financial auditing purposes. Failure by the Marine to provide the information to the PPO(s) managing any NTS shipments may result in the shipment being converted to the Marine's expense and eventually disposed of by the NTS contractor in accordance with the applicable state laws where the shipment is stored. PPOs will exercise procedures in Chapter 2, paragraph 3, subparagraph i prior to conversion of the shipment to the Marine's expense.

(d) Local Move and Storage Incident to Vacating Local Economy Housing. When a Marine is ordered by competent authority to vacate non-Government controlled quarters as a result of declaration by medical officials that such quarters no longer meet established health/sanitation standards, O&MMC appropriation will be furnished by the Marine's supporting installation command to facilitate the local move.

(e) Local Move and Storage Incident to Occupancy of Government or Government Controlled Quarters. All costs associated with local moves, including any necessary NTS of HHG, will be charged to the operating funds of the organization making the quarter's assignment, regardless of service affiliation. At Marine Corps installations, operating funds are from the O&MMC (1106) appropriation. Local moves and storage incident to occupancy of government or government controlled quarters shall not be charged to the Family Housing Appropriation (0735).

(f) Detailed instructions regarding the funding responsibility for the costs of transportation and handling of personal property for Marine Corps personnel are contained in the following directives:

1. MCO P7300.8D, paragraph 10010.
2. NavCompt Manual, paragraphs 022082-5 and 075180.

e. High Value Items

(1) All members should be advised to hand-carry or make other provisions for small and easily pilferable items such as jewelry, negotiable instruments, coin collections or other items of value which are prone to pilferage when shipped or stored. Members will be counseled to ensure all high value items are annotated with descriptive data, such as serial numbers, manufacturer make and model, color, size, etc., on the inventory. Members are also **highly encouraged** to photograph and document date and time of the photographs of these items before the packers arrive to ensure proper identification and value can be assessed should a claim for lost or damaged household goods be necessary.

(2) Accessorial services provided for the shipment or storage of high value articles are limited to those provided for under the NonTemporary Storage Tender of Service for storage of like items.

(a) PPOs may approve accessorial packing charges for certain items, such as marble countertops, priceless paintings, antiques, and statues that are traditionally approved for special packing.

(b) Members desiring additional packing, crating, or exceptional storage services above those normally provided by the TSP or are traditionally approved by the PPO will be advised that those services will be provided subject to their payment for all excess costs. When members desire a separate shipment of expensive and valuable items, they must agree to pay all costs in excess of those which would have been incurred had such items been moved with their personal property in one lot at their maximum authorized weight allowance.

(3) At the time of counseling, members will be thoroughly advised as to the limits of liability on the part of the Government, the TSP, and storage contractor in the event of loss or damage. Full Replacement Value (FRV) is in effect for all shipments moved by a TSP/stored by a storage contractor and claims settlement should be made with the TSP/storage contractor first before the member transfers the claim to the respective Military Claims Office. Chapter 12 of this Order provides additional Claims policies and procedures.

f. Professional Books, Papers, and Equipment (PBP&E). The PPO is responsible for ensuring members are properly counseled and advised of their entitlement to ship PBP&E, and that it is the member's responsibility to ensure that PBP&E items are not counted against their weight allowance per JTR, pars. 5266-5272.

(1) The definition of PBP&E, the establishment of a maximum weight allowance of 2,000 pounds and PBP&E constructed weight of seven (7) pounds per cubic foot was published in the JTR to affect orders issued on or after 1 May 2014 with an exception to "grandfather" those personnel assigned OCONUS prior to 1 May 2014.

(2) Either the estimated weight or the word NONE must be included in Block 7 of the Application for Shipment and/or Storage (DD 1299). The Marine will be instructed to initial this block and cautioned that ***it is mandatory that these items be indicated on the TSP/storage contractor inventory during packing of the HHG.*** Additionally, all PBP&E items will be packed and weighed separately by the TSP/storage contractor either at the residence using any available scale or at the nearest commercial scale if available.

(3) When PBP&E items are declared in Block 7 of the DD 1299, and the TSP fails to weigh them separately, the PPO will estimate the weight using the weight estimator on www.move.mil and prepare a Government Bill of Landing (GBL) Correction Notice to ensure that the PBP&E weight is properly entered into DPS by the TSP. If the Marine fails to declare PBP&E on the DD 1299 and fails to ensure that it is indicated on the TSP/storage contractor inventory, no credit will be given for PBP&E. PBP&E for the Marine will be annotated as "M-PRO" on the TSP/contractor shipment inventory.

(4) Spouse PBP&E up to 500 pounds may be authorized for Marine spouses. Requests for Spouse PBP&E may be reviewed for approval, modification or denial by the PPO. Utilization of the current approved checklist/form issued by the CMC (LPD-2) must be presented to the PPO. PPOs are directed to strictly adhere to the definition of Spouse PBP&E. PPOs will ensure the Marine understands the definition of Spouse PBP&E and weight limitations per the definition in JTR, Appendix A. Spouse PBP&E will be annotated as "S-PRO" on the shipment inventory and weighed separately when scales are available.

g. Customs

(1) Personal property imported or brought into the customs territory of the United States. Regulations, instructions, and documents governing duty-free entry of personal property of DoD personnel into the Customs Territory of the United States (CTUS) are contained in DoD 4500.9R, PART V.

(2) Overseas shipment of personal property to other than the country to which the Marine is assigned for duty and for retired, separated, deceased, or missing personnel. The PPO will document in Section 8: Special Instructions of the DD 1797 the counseling of those Marines requesting shipment of personal property overseas to other than the country to which the Marine is assigned for duty; and for retired, separated, deceased, or missing personnel that customs duty and/or taxes of the foreign country are the personal responsibility of the recipient of such property. The duty-free provision in status of forces agreements does not apply to such shipments. The GBL is a transportation document only and does not include the cost of import duties or taxes of a foreign country. Marines requesting shipment of personal property in the above categories will also be counseled to contact the consulate or embassy of the foreign country concerned for information and customs requirements, allowable and restricted items, documentation, and such other requirements of the specific country. Refer to the PPCIG for specific country requirements when applicable.

(3) Shipment of Privately Owned Firearms (POF) and Ammunition

(a) Reference (b) prescribes procedures, assigns responsibilities, and outlines eligibility requirements for the importation into the U.S. of POF (less war trophy firearms) and ammunition by DoD personnel. See JTR, par. 5208-H.

(b) MCO 5800.6A establishes policy and procedures for the introduction of war trophy firearms into the U.S.

(c) Ammunition will not be shipped at government expense/as part of a personal property shipment per reference (b), including as part of the authorized weight of a PPM.

(d) See Chapter 3, paragraph 1, subparagraph g(6) of this Order for additional shipment restrictions.

(4) Shipment of Alcoholic Beverages

(a) Shipments within CONUS. Shipment of alcoholic beverages as HHG are subject to the rules and regulations established or approved by appropriate Federal or State regulatory authorities. Marines and Marine Corps civilian employees are not authorized to ship alcoholic beverages as part of their Household Goods (regardless of Code of Service) but are authorized to perform and receive reimbursement for shipment as a PPM. Ensure PPM requirements are met per Chapter 3, paragraph 1, subparagraph g(4) (b) below, when filing a claim for reimbursement. The weight of the shipment will count toward the Marine's and Marine Corps civilian employee's maximum authorized weight allowance. For other service members and civilian employees, check their Service regulations because TSP's cannot be required to ship or store alcoholic beverages.

(b) Shipments entering CTUS. JTR and reference (b) provide information regarding the importation of alcohol into the CTUS. Each Service has its own regulations for shipping alcohol in addition to the regulations in reference (b) and Marine Corps personal property offices shall comply with those regulations. Marines are not authorized to ship alcoholic beverages with HHG, UB or any other Code of Service shipments and may seek reimbursement after the fact from the TVCB as a PPM under the provision of the JTR, par. 5210-D5c for small package service arrangement reimbursement. The weight of the shipment will count toward the Marine's maximum authorized weight allowance, including counting against the authorized weight allowance to/from Administratively Weight Limited Areas.

(c) Shipments within and between overseas countries and shipments from CTUS to overseas countries. Alcoholic beverages may be shipped subject to Service regulations and the host country requirements/restrictions. Consult the PPCIG for country specific requirements. When in doubt, the PPO will request clarification by email using the PPCIG point of contact email address from the responsible transportation authority at destination. For Marines, such shipments **will not** be shipped as part of the HHG or UB shipments but may be conducted via a reimbursable PPM as described in Chapter 3, paragraph 1, subparagraph g(4)(b) of this Order. The weight of the shipment will count toward the Marine's maximum authorized weight allowance, including counting against the authorized weight allowance to/from Administratively Weight Limited areas.

(5) Shipment of Motorcycles/Mopeds/Low Speed Vehicles

(a) The inclusion of motorcycles and mopeds in HHG shipments does not change Federal emission control or safety requirements in effect for that model year vehicle. For shipment of motorcycles and mopeds from overseas which will be entering the CTUS, the vehicle must conform to U.S. Environmental Protection Agency (EPA)/Department of Transportation (DOT) standards (as evidenced by the certification label attached to the frame). Otherwise, it will not be included with the Marine's HHG shipment.

(b) Marines are responsible for providing evidence of conformance with U.S. EPA/DOT standards.

(c) The motorcycle or moped will be prepared for shipment by the Marine to meet transportation requirements. Specifically, at origin, the vehicle will be drained of fuel and then operated until all fuel is exhausted. Batteries will have cables disconnected. Batteries will be secured in the vehicle's battery boxes to prevent leakage. See Appendix K (It's Your Move) of reference (b) for additional instructions.

(d) Counselors will validate shipments of motorcycles and mopeds to, from and between all OCONUS locations against the PPCIG to determine shipment allowance as HHG, as a POV or not authorized for importation.

(e) For surface shipments, shipping documents must identify the location of the motorcycle or moped in the shipment so it can be located with minimal effort in the event the shipment is diverted to air.

(f) Low Speed Vehicles are considered Privately Owned Vehicles and are not authorized to be shipped as household goods. See Chapter 8 for POV shipment/storage allowances.

(6) Shipment of Privately Owned Firearms (POF). Counselors will consult reference (b) and the PPCIG to determine POF limitations/exclusions and ensure member compliance within CONUS and OCONUS, especially Customs requirements per Chapter 3, paragraph 1, subparagraph g(3) of this Order, above. Ammunition will not be shipped at government expense/as part of a personal property shipment per reference (b). Note that some Customs Forms will require all uniformed service members and civilian employees to provide the full Social Security Number. Commander, USTRANSCOM continues to explore options with the Department of Homeland Security (DHS) to remove this Personally Identifiable Information (PII) from export and import documentation for DoD personnel. Failure to allow this PII to be provided to DHS will result in an incomplete shipment application and notification by the PPO to the order writing activity (copy to the CMC [LPD-2]) will be accomplished in writing requesting resolution.

(7) Excess Costs. Refer to Chapter 3, paragraph 3 of this Order.

2. Shipment Management

a. Responsibility to Authorize and Consign Shipments

(1) The ultimate responsibility for authorizing shipments of personal property rests with the origin PPO or the JPPSO supporting the installation PPO or, as appropriate, with the PPO/JPPSO having responsibility for determining the requirements of the member and for establishing an RDD. The DPS will be used to manage shipments except for those shipments moving by local contract or the DPM. Under DP3, TSP are ranked in accordance with "Best Value" procedures in reference (b) and shipments are distributed to the TSP's offering the best value to uniformed service members and civilian employees. Best Value is determined by calculating the TSPs rate score and performance score. It is important to note that the performance score is derived directly from Customer Satisfaction Surveys. All PPO personnel performing shipment management functions must be trained in the general use of DPS, understand the requirements of shipment management in Chapter 402 of reference (b), understand the specific functionality of DPS within the Shipment Management module, review the DPS Smartbook and review the JTR monthly for changes to entitlements and allowances.

(2) PPOs designated as PPSOs must determine the mode of shipment which offers the Best Value for the Government, as well as meeting the needs of the member. When a counselor has approved the shipment and routed it to the Booking Module, DPS automatically identifies the next Best Value TSP. PPOs may override the selection based on a member's request when possible, or as a result of quality assurance actions against the TSP. PPOs must maintain documentation on each deviation from the standard DPS Shipment Management Booking Module procedures and reference (b).

(3) Short Fuse shipments are defined as shipment(s) requiring packing and or pickup within a set number of GBD as defined in reference (b), Chapter 402. The Director, Personal Property, Military SDDC may, with Service HQTRS approval, adjust the number of GBDs during peak season or for other reasons and will publish a Customer Advisory stating the policy. PPOs must carefully manage the Short Fuse shipment queue to ensure shipments are serviced properly. In the event a shipment cannot be booked within the Marine's preferred pickup dates after all actions to book the shipment have been exhausted, the Marine will be advised immediately to adjust their pickup dates, perform a PPM or explore other options to delay their departure date

in order to complete their shipment(s). In emergent cases, a Letter of Non-Availability may be issued by the CMC (LPD-2) upon request by the PPO to eligible Marines in strict adherence to the procedures provided in Chapter 4, paragraph 1, subparagraph c of this Order.

b. Consignment Instructions. Consignment instructions for the movement of personal property on a worldwide basis are contained in the SDDC-managed Personal Property Consignment Instruction Guide (PPCIG) and reference (b). In the event that a shipment is destined to a point where no rates have been filed, a one-time-only (OTO) request for transportation will be submitted in DPS per the latest SDDC Customer Advisory, as updated in the DPS Smartbook or reference (b). SDDC also provides Special Solicitation rates for specific channels and shipment modes. Special Solicitations must be used when booking shipments within those specific channels.

c. Codes of Service

(1) Domestic

(a) Code D: Motor Van. Movement of HHG loosely packed, not otherwise containerized in a motor van from origin residence to destination residence using commercial household goods TSPs.

(b) Code 2: Containerized. Movement of HHG in containers from origin residence to destination residence using commercial household goods TSPs but movement between origin and destination is normally performed by flatbed commercial trucks.

(2) International Unaccompanied Baggage (iUB) and Household Goods (iHHG)

(a) Code 4: International Door-to-Door Container (iHHG). Movement of HHG where a TSP provides containerization at origin residence to destination residence, all without re-handling of container contents. Serialized seals will be applied and annotated to the inventory sheets.

(b) Code 6: International Door-to-Door Air Container (iHHG). Movement of HHG where the TSP provides containerization at the origin residence, surface transportation to the airport nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.

(c) Code 7: International Land-Water-Land Baggage (iUB). Movement of UB where the TSP provides packing and pick up at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

(d) Code 8: International Land-Air-Land Baggage (iUB). Movement of UB where the TSP provides packing and pick up at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

(e) Code T: International Door-to-Door Container using the Air Mobility Command (AMC) (iHHG). Movement of HHG where the TSP provides containerization at the origin residence and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The TSP provides transportation to the destination residence.

(f) Code J: International Land-Air-Land Baggage using Air Mobility Command (AMC) (iUB). Movement of UB where the TSP provides packing and pick up at the origin and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The TSP provides transportation to destination from AMC terminal and cutting of the banding and opening of the boxes at the destination residence.

d. Direct Procurement Method (DPM)

(1) Per Chapter 404 of reference (b), the PPSO is authorized to select the mode of transportation, the origin line-haul carrier, and the connecting carriers for the movement of DPM shipments.

(2) When DPM is used, only the line-haul transportation service is provided by common carriers of freight.

(3) Under the DPM contract process, packing and containerization services shall be acquired by contract and billing will be executed to the Service-specified locations.

e. Shipment of Personal Property by Air

(1) General Information. The responsibility for requesting authorization from the CMC (LPD-2) for the shipment of personal property by air when such shipment is not required in the PPCIG Country Instructions rests with the PPSO/CPPSO/JPPSO having responsibility for determining the shipment requirements of the Marine and for establishing an RDD.

(2) Justification Records. The PPSO/CPPSO/JPPSO will maintain a record justifying the use of commercial airlift in the following instances when:

(a) HHGs are shipped via commercial air, when available, and approval has been received from the CMC (LPD-2) per Chapter 2, paragraph 2f(2) (b) of this Order due to emergent requirements.

(b) Approved commercial air shipments of UB, per Chapter 2, paragraphs 2f(2) (a) and (b), exceed 1,000 pounds modified net weight. The PPSO/CPPSO/JPPSO must notify the CMC (LPD-2) when the modified net weight exceeds 1,000 pounds, excluding the weight of PBP&E and Required Medical Equipment. Marines who exceed the 1,000 pound approval limitation will be subject to excess cost collection.

3. Excess Costs

a. General Information. The most common circumstances where excess costs are incurred when shipping personal property are as follows and further clarified in Chapter 13 of this Order:

(1) When cost of transportation method used at the request of the applicant exceeds the cost of the method designated by the PPSO/CPPSO/JPPSO.

(2) When special services, specific routing, or specific loading requirements, not provided under ordinary rates, are furnished at the request of the applicant.

(3) When shipments are made in separate lots between the same points in CONUS.

(4) When shipments are made from or to points other than authorized in the PCS Orders.

(5) When personal property in excess of the prescribed weight allowance is packed, unpacked, drayed, stored, or shipped.

(6) When unauthorized articles are shipped.

(7) When more than the authorized withdrawals are made from temporary storage. Refer to Chapter 7 of this Order.

(8) When shipment of a boat exceeds the cost of shipment of like weight of HHG.

(9) When shipment of mobile home exceeds the authorized mobile home allowance cost or the Marine requests services not allowed by the JTR.

(10) When PPM costs exceed the authorized Maximum Government Obligation (MGO) cost.

b. Determination of Excess Costs. TVCB, Marine Corps Logistics Command, Albany, Georgia is responsible for the final determination of excess costs resulting from the shipment/storage of personal property through identification, calculation and notification pre-collection processes. Notification is normally accomplished through the issuance of a Pay Adjustment Authorization (DD139) with cover letter by TVCB. The actual collection of excess costs will be performed by the designated Marine Corps Finance Office for active duty (in-service) debt or by the Defense Finance and Accounting Service for separatee, retiree, etc. (out-of-service debt), as appropriate. Procedures for preparation of the DD139 are contained within the CMC (P&R, RFF) 4640.37 MCTIM. Refer to Chapter 13 of this Order for more information on the mission and responsibilities of TVCB.

c. Estimating Excess Costs During Counseling

(1) When it is anticipated during counseling that excess costs will occur, the PPO will calculate the costs and advise the Marine of the potential excess costs. The PPO will not collect excess costs in advance from those Marines who are in or will be in a non-pay status, e.g., separatees, PERE, etc. including retirees. The PPO will forward such documentation to TVCB. TVCB will perform pre-collection actions when all shipment costs become known, per Chapter 13 of this Order.

(2) Marines will be counseled in writing using Section 8: Special Instructions of the DD 1797, by the PPO that any advance estimate of excess costs is subject to the audit and final determination by the TVCB.

d. Collection of Estimated and Known Excess Costs Prior to Shipment When directed by other Service Policies

(1) Collection of excess costs in advance will be by certified check, cashier's check, or postal money order from the responsible party and made payable to the order of U.S. Treasury.

(2) The payment will be processed through the local Finance Office using a DD 1131, Cash Collection Voucher (or like collection voucher) to document the payment.

(3) Computation worksheets and a copy of the DD 1131 must be forwarded by the PPO as the other Service's policies may direct for inclusion/consideration of final excess cost disposition.

e. Excess Weight Computation. When excess weight is involved, excess cost will be computed on the general premise that the Marine and the Government will share, on a prorated basis, the costs of transporting the shipment. Marine Corps weight computations and procedures will be executed precisely as described in JTR, par. 5206 and Chapter 402 of reference (b) by TVCB and all Personal Property Offices.

f. Excess Packing Material Utilized. When determined by the PPO that excess packing material was used by the TSP through visual, documented inspection of the shipment, the amount of packing material may be adjusted to provide a more accurate measurement of materials used. Detailed documentation must be provided to TVCB by the PPO to support the adjustment to the member's modified net weight; however, the total weight of all packing material for all shipments in all modes will not exceed a deduction of an additional 5% from the gross weight of the shipment.

g. Multiple Shipment Computation. When two or more shipments are made on the same PCSO, excess costs will be computed on the shipment which results in the least cost to the Marine. The term "shipment" within the context of this paragraph generally includes an application (DD 1299) for NTS.

h. Expedited Mode Requested by Member Computation. When the member requests a mode of shipment other than the Best Value cost to the Government, excess costs usually occur and will be collected according to Service policies.

i. Other Than Authorized Locations Computation. Excess costs for shipments made to or from other than authorized locations will be based on the actual costs of the shipment as made, less the cost of shipping the Marine's maximum authorized weight allowance in one lot between authorized locations. Excess costs will be collected according to Service policies.

j. Boat Shipments Computation. Refer to reference (b), Chapter 402.

k. Mobile Home Shipments Computation. Refer to reference (b), Chapter 402.

l. NTS Exceeding Authorized Weight Allowance. All costs related to the initial preparation, drayage, handling, and storage will be at Government expense. When it has been determined that HHG in storage exceed the total authorized weight allowance, costs for storage of HHG in excess of the authorized weight allowance will be paid by the Government. Calculation and

notification pre-collection processes will be executed by TVCB and collection action will be performed by the designated Marine Corps Finance Office for active duty (in-service) debt or the Defense Finance and Accounting Service for separatees, retirees, Persons Eligible to Receive the Effects, etc. (out-of-service) debt.

(1) If in a pay status (active duty). When all shipments under one PCS are audited, the excess cost will be computed on the shipment/storage lot which results in the least cost to the Marine. If the excess cost is found to fall on the NTS lot, it will be computed through the entire projected Storage period. The TVCB will advise the Marine in writing and provide the following options:

(a) Remit entire cost amount through the designated Marine Corps Finance Office.

(b) Submit a rebuttal within 30 days to TVCB.

(c) Submit a Waiver/Remission of Debt package to TVCB.

(2) If the Marine is in or entering a non-pay status, e.g., separation, next of kin of deceased Marine, or retirement, the PPO will estimate excess costs and report the circumstances to the TVCB so validation, calculation and notification pre-collection processes are completed and forwarded to the Defense Finance and Accounting Service for collection.

m. Separation/Retirement Excess Cost Computation. Refer to Chapter 3, paragraph 3, subparagraph b and chapter 7 of this Order.

n. Waiver of Indebtedness/Remission of Debt/Board for Correction of Naval Records (BCNR). Marines receiving a DD 139 Pay Adjustment Authorization Package (PAA Package) from TVCB that notifies the Marine that excess costs are due the government, have the right to submit a rebuttal to TVCB within 30 days or a Waiver of Indebtedness to the entity provided in the cover letter of the PAA Package. The Marine must notify TVCB immediately when the Waiver package has been submitted so collection actions are suspended until the Waiver has been adjudicated. When approved, the Marine must provide a copy of the approval to TVCB to ensure no collection action is taken. When disapproved, the Marine must notify TVCB that the excess cost payment will be made or the Marine will submit a Remission of Debt package to the Marine Corps designated Finance Office provided in the PAA Package. When approved, the Marine must notify TVCB and provide a copy of the approval document to stop further pre-collection actions. When disapproved, the Marine must notify TVCB and provide a copy of the disapproval document and confirm that the excess cost will be made to the designated Marine Corps Finance Office or the Marine will submit an application to the BCNR. When approved, BCNR will provide a determination to the Marine and TVCB to stop excess cost pre-collection action. When disapproved, the Marine must provide a copy of the disapproval document to TVCB so pre-collection actions can be completed and notice provided to the designated Marine Corps Finance Office as directed in the PAA Package. If the Marine is in a non-pay status or retired, TVCB will notify the supporting Defense Finance and Accounting Service office to initiate collection action.

CHAPTER 4

PERSONALLY PROCURED MOVE (PPM) ENTITLEMENTS AND PROCEDURES

1. General

a. Reference. The basic entitlement for the PPM program is prescribed in JTR, par. 5210.

b. Description. This Chapter provides the PPM policy for Marines specifically, and other uniformed service members generally. Other Service regulations provide policies for their service members and will be adhered to by PPOs. The PPM program permits Marines to use a personally procured rental truck/trailer, an authorized POV or a commercial carrier to move their HHG instead of having the Government arrange for shipment by an authorized TSP. The Government will pay Marines 95% of the cost of what it would have cost the Government (Government Constructed Cost [GCC]) to move the property. Procedures to determine the incentive payment are discussed in Chapter 4, paragraph 2, subparagraph c of this Order.

c. Voluntary/Involuntary Participation. Participation in the PPM program is a voluntary option available to Marines or the PERE/next of kin of a deceased Marine. An involuntary PPM occurs when a Marine is directed to perform a PPM due to non-availability of a TSP to meet requested pick up dates and all other options, including an orders change, have been exhausted. The PPO will submit a request to CMC (LPD-2) for a Letter of Non-availability per JTR, par. 5210-D4a(2). The CMC (LPD-2) will staff the request via electronic means with the CMC (P&R) and the CMC (M&RA) for review/concurrence. In the event the request is approved, the CMC (LPD-2) will provide a letter addressed to the Marine, via the PPO. The PPO will provide the Marine the letter authorizing actual cost reimbursement for the PPM. When the Marine has obtained valid cost estimates from commercial companies or rental truck/trailer companies to execute the move, the Marine may submit a request for an Advance Operating Allowance (AOA) to cover the initial expenses and may be higher than the current maximum AOA of 60%. Although the CMC (LPD-2) will forward a copy of the approval letter to the TVCB, the Marine will also include the letter as part of the official claims package for PPM settlement. In the event the total cost to conduct the PPM is less than 95% of the GCC to move a like weight from authorized origin to authorized destination, the incentive payment will be made to the Marine by the TVCB upon receipt of the PPM Settlement Claim.

d. Applicability. The PPM program is applicable to Marine Corps members who are eligible to move HHG at Government expense between points in the CONUS and to/from/between selected OCONUS locations, when authorized by the Status of Forces Agreement and other considerations. Use of Voluntary Inter-Modal Sealift Agreement shipping is required, if available. This PPM policy includes Marines in receipt of orders for PCS, TAD/TDY when approved in the Orders, separation, retirement, and most local moves in and out of Government Quarters/Privatized Housing when entitled to shipment of HHG at Government expense.

e. Approval

(1) Prior to performing a PPM, a Marine must first self-counsel in DPS or be counseled by the PPO or TO, prepare a weight estimate using the Descriptive Inventory of Household Goods weight estimator on www.move.mil and

receive approval from a PPO/TO via DD 2278. Marines who fail to obtain PPO/TO approval in advance of the move WILL NOT be paid an incentive (except per Chapter 4, paragraph 1, subparagraph e.3 of this Order, below). In such cases, reimbursement is limited to actual expenses incurred.

(2) Exception. If circumstances beyond the Marine's control prevent obtaining prior authorization for the PPM, a request for approval of an after-the-fact incentive payment may be requested. If the Marine has all of the required documentation minus an approved DD 2278, the PPO will approve the request, generate a DD 2278 and forward to TVCB for processing. When documentation is missing from PPM packages, requests for adjudication may be sent in writing, via electronic means or by telephone to the CMC (LPD-2). The request must be submitted with all available documents (orders, proof of events, certified weight tickets, Descriptive Inventory of Household Goods, etc.).

f. Types of PPM. The following types of PPM are available to Marines:

(1) POV's/Trailer. There is no restriction to the type of vehicle Marines may use when executing a PPM. The Marine will be required to show proof of ownership (registration) or written authority (specifying make, model, year, type of truck or trailer, and State license information) for use of a borrowed vehicle, at the time of counseling. The counselor will annotate on the DD 2278 approval and will note the type of vehicle being used for the PPM. The weight of personally owned trailers meeting the requirements of the JTR, Appendix A, Household Goods Definition can be counted in the weight of household goods. No allowance will be payable for any personal property shipped on top of a recreational vehicle. In these cases the member is still required to obtain certified empty and full weight tickets to cover the weight of those HHGs that will not fit in the recreational vehicle or are considered to be unsafe during transportation of the recreational vehicle.

(2) Rental Vehicles. Marines may choose to perform a PPM using a rental vehicle, moving aids and/or packing materials. The Marine arranges for and procures the rental equipment and accessories using the advance operating allowance provided by the origin disbursing office and is responsible for all of the labor associated with packing, loading, driving, unloading, and unpacking. The Marine is also responsible for obtaining certified, legible empty and full weight tickets of each vehicle used to transport HHG.

(3) You Load/They Drive. The "You Load/They Drive" method of PPM is where the Marine procures services from a commercial carrier to provide line haul transportation services only. The Marine is responsible for all packing, loading, unloading, and unpacking. Additionally, the Marine is responsible for obtaining certified, legible empty and full weight tickets of each rental container used to transport the Marine's HHG. Some companies use other methods besides weight to determine cost for moving HHG, such as per running foot, per cubic foot, etc.; however, these methods are not acceptable to determine the weight of the HHG for the purposes of paying the incentive. Marines are cautioned to determine the method used before contracting with the carrier. Note that storage costs for these types of moves are generally prohibitively expensive and Marines should fully plan their move to ensure the container/truck unit can be unloaded immediately upon arrival at destination.

(4) Selective Commercial Services. Marines may choose to hire packing, loading, transporting, storage, unloading and unpacking services from various commercial carriers/agents/companies. Marines must obtain certified, legible empty and full weight tickets and official receipts from commercial companies to ensure reimbursement of expenses or incentive payments can be made.

g. Definition of Terms

(1) Maximum Government Obligation (MGO). Cost of transporting the maximum authorized weight allowance in one lot from authorized origin to authorized destination. The MGO is used extensively for entitlement and allowance purposes when validating invoices and performing cost estimates.

(2) Government Constructed Costs (GCC). The JTR, par. 5210-D9 describes the GCC for domestic and international shipments as follows:

(a) For shipments (within CONUS, between CONUS and Alaska, and within Alaska), the GCC includes the following 'Best Value' charges: line haul, packing, and unpacking, line haul factor charges at origin and destination, and short haul charges (applicable only for shipments moving 800 miles or less).

(b) For international shipments (including to/from Hawaii and to/from U.S. territories and possessions), the GCC includes the Best Value "Surface" Single Factor Rate.

(c) The estimated GCC is calculated using the estimated weight based on the HHG weight estimator located on www.move.mil. The actual GCC is calculated using the actual weight of the shipment as proven by certified, legible empty and full weight tickets.

(3) Incentive. 95% of the official GCC.

(4) Incentive (Taxable Income). Incentive minus authorized actual expenses incurred by the Marine to perform the move. The remaining incentive is subject to Federal and applicable State taxes.

(5) Accessorial Charges. Payment of accessorial charges may only be authorized/approved when charges would have been authorized during a Gov't-arranged move and all applicable tariff approval rules have been met.

(6) Advance Operating Allowance (AOA). The AOA is provided to offset the initial costs of performing a PPM. See Chapter 4, paragraph 1, subparagraph c of this Order, above and Chapter 4, paragraph 1, subparagraph k of this Order, below.

h. Incentive Payment

(1) Marines are generally entitled to an incentive payment of 95% of what it would have cost the Government to ship a like weight of HHG, not to exceed the cost of shipping the Marine's maximum authorized weight allowance. If the Marine's expenses exceed 95% of what it would have cost the government to move the maximum authorized weight allowance, the Marine may be reimbursed up to 100% of the maximum allowable amount.

(2) When a Marine ***is directed*** to procure the services directly from a carrier of choice by the CMC (LPD-2) Non-Availability Letter, the Marine will be reimbursed for actual costs. If the cost of the move is less than 95% of the GCC, the Marine will be eligible for the incentive payment.

(3) Refer to paragraph Chapter 4, paragraph 2, subparagraph c of this Order for procedures to estimate incentive payments.

i. Final Settlement

(1) Final incentive payment computations for other than locally funded moves are paid by TVCB.

(2) Final incentive payment computations for locally funded moves are calculated by the PPO and paid by the local/regional disbursing officer. PPOs will comply with locally established procedures for locally funded PPM's such as expenditure tracking, submission processes, etc.

(3) Refer to Chapter 4, paragraph 2, subparagraphs d and e of this Order for procedures to obtain final settlement.

j. Combination PPM/Government Moves. A Marine may choose to do a PPM, a Government Arranged Move (GAM), or a combination of the two, subject to entitlement limitations. Before approving combination PPM/GAM, the PPO will do a cost comparison and advise the member of any possible excess cost involved. The DD 1797 will be annotated in Section 8: Special Instructions to indicate this counseling. If the Marine elects the combination, the PPM incentive will be based on the Marine's remaining weight allowance after the weight of previous Government arranged shipments have been deducted. The estimated weight will be determined by the use of the Descriptive Inventory of Household Goods weight estimator form located on www.move.mil. The TVCB will make every effort to validate the weight(s) and cost(s) for the GAMs using DPS, Department of State documents, DPM contract payments or other documents as appropriate, before liquidating the PPM Claim. However, in the event the TVCB cannot validate the weight(s) and cost(s) and settles the claim based on established policies in this Order or weight(s) and cost(s) corrections, the original PPM Claim will be recomputed and any additional incentives will be paid or excess costs will be collected. Refer to Chapter 4, paragraph 2, subparagraph f of this Order for excess cost calculations.

k. Advance Operating Allowances (AOA)

(1) All Marines who are authorized to perform a PPM with a mode of transportation that generates costs, such as a rental truck or trailer (to include separation/release from active duty, retirement, and locally funded PPM's to, from, and between government quarters) may elect to receive an AOA to defray expenses for fuel, oil, tolls, weight tickets, rental vehicle, equipment, etc. The authorized AOA for Marines is computed at 60% of the GCC.

(2) To prevent unnecessary overpayment and collection actions in conjunction with a local PPM, the PPO may authorize an AOA that is less than the 60% normally authorized (nearer to the estimated cost of the move) for other PPM's. Marines are required to prepare and present the Descriptive Inventory of Household Goods weight estimate worksheet located at www.move.mil to qualify for an AOA. Note that an AOA will not be paid when

the Marine uses only their POV with/without personally owned trailer and no upfront expenses will be incurred.

(3) Marines who are approved for an AOA will provide the DD 2278 and other required documentation to the local disbursing office for processing and deposit into the Marine's pay account. Refer to Chapter 4, paragraph 2, subparagraph c and Figure 4-1 of this Order for procedures to compute the advanced operating allowances. For locally funded PPM's, the PPO will comply with locally established procedures supporting the installation commander's budgetary requirements.

(4) If the final PPM settlement claim is not received at the TVCB or the local disbursing office (as applicable) within 30 calendar days after receiving an AOA, a pay checkage (DD 139) will be issued to recoup the AOA.

1. Travel Allowance. When moving incident to PCS orders and performing a PPM, the member and dependents are also authorized a monetary allowance in lieu of transportation if they ride to the new destination in the rental truck or POV that is performing the PPM. Such allowances are in addition to the allowance paid under the PPM program and are processed on a separate travel voucher.

m. Professional Books, Papers, and Equipment (PBP&E). When a Marine ships authorized PBP&E, the weight of PBP&E is deducted from the net weight. Once that weight is compared to the member's maximum PCS weight allowance, the PBP&E authorized weight (NTE JTR maximum) is added back before computing the PPM allowance. The member is paid for the transportation of authorized PBP&E in addition to up to the Marine's maximum authorized weight allowance when performing a PPM. For example, a Marine has 2,000 pounds of authorized PBP&E and is authorized to ship up to 9,000 pounds as the maximum authorized weight allowance. The Marine ships 12,000 pounds under the PPM program. The Marine may be reimbursed for shipping 11,000 pounds; maximum authorized weight allowance is 9,000 pounds + 2,000 pounds of PBP&E = 11,000 pounds.

n. Combined Weight Allowances

(1) A Marine married to another Marine/uniformed service member may ship their combined authorized weight allowances as a PPM. Married couples must furnish one copy of each Marine's orders, one DD 2278 with both Marines' names, and all certified, legible weight tickets required to execute the PPM to TVCB for final settlement.

(2) PPOs are required to construct the GBL incentive payment cost based on the combined weight for tax withholding purposes.

o. Unauthorized Items. Personal property items not authorized for movement at Government expense are listed in JTR, Appendix A Household Goods definition and reference (b), Appendix K "It's Your Move". Some of these items include cordwood and building materials, privately owned ammunition, HHG for resale, disposal or commercial use, etc. These items may be included in the same vehicle used to conduct the PPM only after the shipment has been weighed and the net weight of the shipment has been established for the load. Then, those items not defined as HHG may be loaded to the vehicle for movement. Should a Marine fail to follow the above guidelines, the PPO or the TVCB, as appropriate, may limit payment or completely deny a PPM entitlement claim, to include incentive payment. Further, the PPO or the TVCB will forward suspected cases of fraud to the Naval Criminal

Investigative Service (NCIS) or the Marine's current or, in the case of separatees and retirees, previous chain of command. PPO Household Goods Quality Assurance Inspectors are authorized to review the Descriptive Inventory of Household Goods with the Marine at the residence or other pickup/storage locations to validate the estimated weight and authorized items.

p. Temporary Storage (Storage in Transit [SIT]). SIT is authorized for PPMs for up to 90 days except for most intra-city, TDY and all locally funded PPM's, per JTR, par. 5236.

(1) When a Marine personally procures storage, the maximum authorized reimbursable time limit is set at 90 days. The reimbursable cost for the storage will not exceed the cost the Government would have paid had the Government contracted for the storage. Personally procured storage includes extended vehicle rental time and commercial mini-warehouse storage. Note that some Portable Movement Storage Container companies and U-Load They-Drive companies charge an extremely high cost for storage beyond the contracted time period. These charges, above the GCC, will not be reimbursed to the Marine by the TVCB.

(2) When a Marine coordinates SIT with the destination PPO, it is authorized per JTR, par. 5210 and Chapter 7 of this Order.

(a) Monetary incentive payments are based on costs associated with the line-haul portion of the PPM. The line-haul portion terminates at the time of storage.

(b) When SIT is contracted by the Government, the Marine is liable for excess costs resulting from SIT of a PPM which exceeds the cost of storage for a like amount of HHG had the PPM method not been used.

(3) The PPO will select a storage option based on a cost comparison to determine the overall cost savings to the Government:

(a) Extended Vehicle Rental Time. This type of storage arrangement is normally performed at the destination point and requires the approval of the destination rental agency to extend the vehicle rental time.

1. Upon approval of the PPO, members directly reimburse the rental agency for the number of days that exceed the time prescribed in the initial rental contract and submit a claim for reimbursement.

2. Use of an extended vehicle rental time will not exceed the costs of storage in an approved SIT warehouse. Cost comparisons will include handling in, handling out, storage, and other applicable charges.

(b) Commercial Warehouses. If a mini-warehouse is used as the storage point, the member must pay the storage charges and file a claim for reimbursement. The Marine may perform the delivery out of storage; however, an incentive payment is not authorized. Reimbursement will be based on the actual expenses incurred not to exceed what it would have cost the Government to store a like shipment of personal property. If the Marine does not wish to perform delivery, the PPO may make arrangements with the local contractor; however, the Marine is liable for any excess costs.

(c) SIT Warehouse. This method of storage normally results in additional costs to the member for inventory preparation, or visual inspection resulting in the repacking of cartons and is not recommended due to the extensive costs.

1. Charges for this service are payable by the Government, but are deducted from the Marine's incentive payment because it is considered part of the origin packing service. This service can result in excess costs for the Marine depending on the amount shipped and costs of the storage.

2. This type of storage requires issuance of a DD 1155, and annotated "FOR STORAGE IN CONNECTION WITH A PERSONALLY PROCURED MOVE". A copy of the DD 1155 must be forwarded by the PPO to TVCB.

(4) When shipments are placed in SIT and line haul movement is by PPM, the following charges must be deducted from the incentive payment:

(a) SIT handling in and handling out costs that exceed warehouse handling charges specified in the applicable SDDC rate solicitation guide for the actual storage location.

(b) SIT packing charges.

q. Delivery from SIT In Connection With a Government Bill of Lading (GBL) Move. A PPM will not be used in lieu of delivery out of storage to the local area when the shipment was placed into storage in connection with a GBL move. This includes when a separate entitlement exists upon assignment to Government quarters.

r. Procedures for Reimbursement of SIT and Delivery Out

(1) Members must furnish the PPO located at the storage point appropriate copies of orders and DD 2278 authorizing the line haul portion of the PPM.

(2) Claims for reimbursement of storage and/or delivery out expenses will be documented as follows:

(a) Original DD 1351-2 requesting reimbursement.

(b) Copy of DD 2278 authorizing a one-way PPM.

(c) One copy of all orders and endorsements thereto.

(d) Original paid storage receipts if reimbursement is for storage in a commercial mini-warehouse.

(e) Copy of paid rental vehicle agreement showing extended vehicle usage if reimbursement is for storage as a result of extended vehicle rental time.

(f) Copy of paid vehicle rental agreement if reimbursement is for delivery out of storage expenses.

(g) The PPO that arranged storage and delivery out will submit claims for reimbursement of expenses to TVCB for payment. The PPM claim and the storage/delivery claim may be submitted separately.

s. Certified, Legible Weight Tickets

(1) Certified, legible weight tickets are required on all PPM's regardless of weight allowance or type of PPM.

(2) If the Marine is making more than one trip with the vehicle/trailer, a certified, legible weight ticket must be obtained for each trip. When the same vehicle is used, only one tare weight (empty weight) is required, but separate gross weights for each trip must be included. Failure to weigh each load will result in only the weight(s) on the certified, legible weight ticket(s) being used for the computation of actual weight.

(3) Certified, legible weight tickets must be obtained utilizing certified government scales aboard bases or installations. When government scales are not available, the Marine must obtain **the empty and full weight tickets from a certified public scale that is located within 50 miles of the old PDS and a full weight ticket at the destination installation scales or within 50 miles of the destination.** When certified scales are not available due to the remote location of the authorized origin, Marines must provide a statement indicating the distance from the authorized origin/destination to the nearest certified scales. Empty (tare) and full (gross) weight tickets will be furnished and conform to the following:

(a) An imprint or official stamp of the activity where the weight was obtained.

(b) The signature and title of the official certifying the weight.

(c) Marine's name, grade, last four of the SSN for Marines without a Common Access Card (CAC) or the CAC ID for those with a CAC.

(d) Legible imprint of weight recorded and the date/time the shipment was weighed.

(e) Altered or suspect weight tickets will be referred to NCIS or the Marine's current or, in the case of separatees and retirees, previous chain of command and returned as unpayable.

(f) Weight tickets that exceed the "Gross Vehicle Weight Rating" (GVWR) of the vehicle will be limited to the GVWR weight.

t. Constructive Weights

(1) The use of a constructive weight may only be authorized by the CMC (LPD-2) when certified weight tickets were unable to be obtained through no fault of the Marine within 30 calendar days of completion of the move. Requests for constructive weight credits received by the CMC (LPD-2) after 30 calendar days will not be considered for incentive payment and may only be authorized some/all actual costs. Examples include, but are not limited to:

(a) Moves performed on a weekend or holiday when public or government scales are closed. Marines are required to use the installation scales where available and must conduct the move when the scales are open or commercial scales are open and available within 50 miles of the origin (empty and full) and destination (full) address.

(b) The move occurred where scales were not reasonably available within 50 miles of the origin and/or destination address.

(2) To obtain approval of a constructive weight, the Marine must submit to the destination PPO a properly completed Descriptive Inventory of Household Goods from www.move.mil with a statement describing the reason(s) certified weights were not obtained. This action must be taken within 30 days upon completion of the PPM. A Household Goods Quality Assurance Inspector, or other capable representative, from the local PPO will conduct a visual inspection of the property to verify the information on the Descriptive Inventory of Household Goods and will sign and date the form with the statement "I certify the items listed on this Inventory are present in the residence and/or storage location." The signed form will then be forwarded to the CMC (LPD-2) for adjudication. If approval is received, the entire package will be forwarded by the PPO or the Marine, as appropriate, to TVCB for payment.

(3) Marines who fail to obtain weight tickets are solely responsible for obtaining the authorization and certification of the approved Descriptive Inventory of Household Goods for submission with their final settlement. In the event a local Quality Assurance Inspector is not available for any reason, the Marine must contact the CMC (LPD-2) for further instructions.

u. Insurance Coverage. The personal property counselor at origin will advise Marines of the Government's liability (full replacement value) and private insurance options.

v. Claims for Loss and/or Damage. Marines have a right under the Military Personnel and Civilian Employee's Claims Act (31 USC, sections 3701 and 3721) to file a claim with the Government for loss and/or damage. Because PPM participants are responsible for arranging the entire move, claims will generally not be paid except when an act transpires that is beyond the control of the Marine. Refer to Chapter 12 of this Order for the generally accepted circumstances and procedures for filing PPM claims with loss and/or damage.

w. Taxes

(1) All incentive payments are subject to 25% Federal tax withholding and the appropriate State tax. Taxes are assessed on a post-move basis (actual weight, minus actual expenses) by TVCB, or local disbursing office, depending on the type of move. Only that portion of the incentive payment that is considered financial profit is taxed.

(2) When requesting a PPM, Marines will be required to identify their State of legal residence for State income tax purposes in Block 6 of the DD 2278.

(3) For Marines who claim nontaxable status as a legal resident of their State, the phrase "NON-TAX-STATUS", will be entered in block 6 of the DD 2278.

(4) It will be the Marine's responsibility to furnish the PPO the required information. The State of legal residence can be obtained from Block 16 of the Marine Corps Total Force Leave and Earnings Statement.

x. PPM Certificate (PPM Checklist). The PPM Checklist (Figure 4-1) is used to certify expenses and will be completed and signed by the member indicating all gas, oil, and toll expenses. Legible receipts for gas, oil, and tolls should be submitted with the member's claim package. Refer to Chapter 4, paragraph 2, subparagraph d of this Order for reimbursement procedures.

y. Labor Costs. The net monetary profit, if any, will be used to defray any cost incurred for the hiring of labor to assist in loading, driving, and/or unloading the vehicle.

z. Costs Which Exceed the 95 Percent Incentive. Marines may be authorized to receive up to 100% of the GCC when their expenses exceed the 95% of the GCC. Costs in excess of 100% of the GCC are the responsibility of the Marine unless prior approval to conduct a PPM using a Letter of Non-Availability was received from the PPO per Chapter 2, paragraph 1, paragraph c of this Order.

2. Procedures

a. PPO Responsibilities

(1) Procedures apply to all uniformed service members. Advise all members of the PPM option. Counsel and approve application for PPM for eligible members. Prepare the necessary paperwork and provide counseling to members who visit the PPO to request a PPM regardless of the area of responsibility of the pickup point.

(2) Authorize and compute an advance operating allowance to eligible individuals, when applicable.

(3) Prepare a DD 2278, Application for PPM and Counseling Checklist and counsel members using the PPM Checklist (Figure 4-1).

(4) Inform the member of the importance of accomplishing a complete Descriptive Inventory of Household Goods located on the www.move.mil homepage to assist in calculating an accurate estimated weight. ***The most common occurrence of excess cost occurs when the actual weight moved is less than the estimated weight used to compute the advance operating allowance.***

(5) Compute and estimate GCC based on the member's estimated weight (Figure 4-2). Advise the member that this estimate is based on the estimated weight and is only an estimate. Final settlement will be based on actual weight or maximum authorized weight allowance, whichever is less.

(6) Advise the member of the requirement to submit certified, legible weight tickets showing empty and full weights at origin and the full weight at destination, DD 2278, orders, and a PPM Checklist. Such weight tickets must be obtained at installation scales, if available. For those installations that do not have a scale, the weight tickets must be obtained at a local scale within 50 miles of the origin PDS and destination PDS for Marines, or as Service regulations direct. The documents and claim for incentive payment must be mailed to TVCB or processed by a Marine Corps PPO within 30 calendar days after receiving an advance operating allowance to preclude issuance of a DD 139, Pay Adjustment Authorization, for recovery of advanced operating allowances received per Service regulations.

(7) Advise the member to keep copies of all rental contracts, invoices, and receipts (gas, oil, tolls, weight tickets, etc.) directly relating to the PPM. The member should total the authorized moving expenses and list them on the PPM Checklist (Figure 4-1).

(8) ***Advise members that the PPO has the authority to inspect PPM's by visiting the residence or other pickup location, such as a commercial storage unit, and comparing the HHG inventory used to estimate the weight of the HHG being shipped against the HHG located at the residence or other pickup/storage locations. Any evidence of improper actions should be corrected and immediately reported to the NCIS or the Marine's current or, in the case of separatees and retirees, previous chain of command.***

b. DD 2278 Preparation and Distribution. The DD 2278, with appropriate copies of orders, is the primary source document for the counseling and authorization of a PPM.

(1) Preparation. The PPO will complete all blocks with special attention to the following blocks:

(a) Block 4. Indicate paying office as follows:

1. One-Way Moves. Enter TVCB for Marines and refer to other Service regulations for the address to complete the settlement.

2. Local Moves. Enter the local disbursing office serving the activity.

(b) Block 5. Enter the permanent mailing address where mail will be expeditiously forwarded to the member.

(c) Block 6. Enter the member's State of legal residence for State income tax purposes. If the member claims a nontaxable status as a legal resident of the State designated, the phrase NON-TAX STATUS will be entered.

(d) Blocks 7 and 8. Advise Marines of their entitlement and responsibilities, and insert applicable entries as required.

(e) Block 9

1. Enter estimated government constructed costs, estimated incentive payment and advanced operating allowance authorized in Blocks 9A, 1 through 4 and complete Block 9E.

2. The disbursing office paying the advanced operating allowance will complete Blocks 9b, c, and d when requested by the Marine and authorized by the PPO.

(f) Block 10. The member and the counselor will sign the DD 2278 before the PPM is performed. This policy applies specifically to Marine Corps uniformed service members and as other Service regulations require.

(g) Blocks 11 and 12. Certify as follows:

1. One Way Move. TVCB will accomplish the PPO certification upon receipt of a complete claim for incentive payment from the Marine and other paying activities, per other Service regulations, will accomplish the same. The Marine will sign block 10a and the PPO Counselor will sign block 10c. These wet ink signatures are required on all DD 2278's until such time as Digital Signatures are available in DPS. Note: Marine Corps Disbursing Offices will not accept the DD 2278 without a Counselor's signature in order to process a request for the AOA. For PPM's without an AOA, these signatures are required by the TVCB to settle the claim

2. Local Move. The local PPO will provide certification after completion of the local move and return of weight tickets. In addition, the PPO will extract the appropriation data from the orders funding the move and enter the data in Block 11a. The member will then be directed to the local disbursing office for final incentive settlement or as other local procedures dictate. The Marine will sign block 10a and the PPO Counselor will sign block 10c. These wet ink signatures are required on all DD 2278's until such time as Digital Signatures are available in DPS. Note: Marine Corps Disbursing Offices will not accept the DD 2278 without a Counselor's signature in order to process a request for the AOA. For PPM's without an AOA, these signatures are required by the TVCB to settle the claim. For locally funded PPMs, the PPO TA for TO will sign block 12 when the Marine provides the weight tickets to complete the claim and certify that the information is accurate prior to presentation to the Disbursing Office for settlement.

(2) Distribution. Distribution instructions for DD 2278 are as follows:

(a) Local Moves

1. The PPO will retain one copy for origin files.

2. Members retain remaining copies (original and four copies) for distribution as follows:

a. Two copies are submitted to the local disbursing office, when requesting an advanced operating allowance.

b. Marines retain remaining copies for personal files.

(b) One-Way PPMs

1. PPO will retain one copy for origin files.

2. Marine retains remaining copies (original and three) for distribution as outlined in Chapter 4, paragraph 2, subparagraph d of this Order.

3. One copy of DD 2278 containing the disbursing voucher number and amount paid (if an advanced operating allowance was received) will be forwarded to the TVCB PPM Section for Marines and to other paying activities per other Service regulations.

c. Calculating Estimated Incentive

(1) The origin PPO uses DPS to make the initial cost comparison on DD 2278 when counseling the member to determine the estimated constructive cost, and to provide the member with an estimated advanced operating allowance and incentive payment.

(2) On one-way moves within CONUS, points in Alaska and points in Canada. The PPO uses DPS to compute the mileage between the authorized points based on the Defense Table of Distance (DTOD). Alaska is not considered OCONUS for performing a PPM.

(3) On local moves, the rate specified in the local drayage contract will be used, multiplied by the authorized weight. Ensure the local move rate is annotated in Block 9. Exceptions are for shipments for which there are no weight limits as prescribed in JTR, par. 5262.

(4) When boats are shipped separately using the PPM program, packing charges will not be used in computing constructive costs.

d. Claims Package to Determine Final Costs

(1) Figure 4-1 provides instructions for submitting PPM claims for final settlement.

(2) Marines shall submit the required legible documents in Figure 4-1 to enable TVCB PPM personnel to settle the claim. Failure to provide the documents will delay final settlement. Further, Marines may submit their claims package to the local Marine Corps Installation PPO for scanning into an approved electronic document management system, directly to the TVCB PPM Section. PPO personnel will provide a date stamp on the Marine's copy of the package to validate the turn in date and time. PPO personnel will thoroughly review each claim for all required documents and ensure all receipts are legible and certified as appropriate.

(3) In addition to the required documents in Figure 4-1, other invoices and receipts such as gas and tolls directly related to the PPM are also required to be forwarded with the completed claim package for tax purposes.

(4) A copy of the settled claim package must be retained by the Marine for seven (7) years for Federal and State Income Tax auditing purposes.

e. Local Move Final Costs. When local funds are used, use calculations based on the contract hundredweight (cwt) rates. The applicable Federal tax rate of 25% will be used.

f. Excess Costs for PPM with Government Arranged Move (GAM)

(1) Marines remaining in a pay status (active duty):

(a) If the PPM is the last shipment made, GBL constructive cost and incentive credits will be based on the Marine's remaining weight allowance or the actual weight shipped whichever is less. If the GBL shipment is last, annotate the DD 1299 with the PPM information and annotate

Block 34 of the GBL (paying officer review), check (other) block on the PPGBL and enter in Block 25 (Remarks), "Personally Procured Move".

(b) The TVCB PPM Section is responsible for determining the final excess cost when there is more than one shipment on the same set of orders. Chapter 13 of this Order provides additional excess cost categories and the additional responsibilities of the TVCB.

(2) Marines Moving Incident to Separation, Release from Active Duty, or Retirement Orders (out of service). When DD 2278, block 2, indicates that other shipments have been made on the same orders, the PPO preparing the DD 2278 will review the documentation of all previous shipments and determine if the Marine will incur any excess cost should the PPM be executed before the official weight tickets are loaded into DPS; if there is excess cost, collect such cost before the Marine has separated and do not authorize a PPM, or the PPO may authorize the PPM with no advance operating allowance and require the Marine to sign a statement acknowledging the potential for excess cost per paragraph.

g. Marines Counseled at Overseas Commands

(1) Overseas origin PPOs are authorized to perform PPM counseling, prepare and approve the DD 2278, and authorize advance operating allowances when a member requests to perform a PPM.

(a) When a member stationed overseas is unsure of executing the PPM option within CONUS, the PPO shall advise the member to report to the nearest PPO upon arrival in CONUS prior to performing a PPM. Since there are two W95 (Separations) locations for Marines separating/retiring from OCONUS commands (Camp Lejeune and Camp Pendleton), those PPOs will be used to process all Marine Corps separatee/retiree PPM requests when not prepared OCONUS. For W95 Alternate Separations Site approved locations, Marines will submit their request for PPM support to the nearest PPO or, under the DP3 Business Rules identified in reference (b), Marines may select ANY PPO to assist with PPM counseling and approval documentation generation. The overseas origin PPO will ensure that a statement indicating that the Marine was counseled concerning PPMs is entered, and initialed by the Marine, in the remarks block (Block 13) of the DD 1299 for any other type of shipment request is made from overseas, as follows: "Marine was counseled to report to the nearest Personal Property Office before incurring any expenses or otherwise executing a PPM within CONUS."

(b) When an AOA is authorized by the PPO, the allowance will not be provided to the member until 10 days prior to the date of the port call.

(2) Overseas commands, including Department of State Diplomatic Mission Administrative Support Offices, unable to prepare DD 2278's due to non-availability of DPS or other limitations, will advise Marines desiring to perform a PPM to physically report to or confirm electronically with the nearest CONUS Personal Property Office prior to performing the PPM, per Chapter 4, paragraph 2, subparagraph g of this Order, above.

h. Marine's Responsibilities

(1) Obtaining necessary equipment, materials, and vehicles to safely transport the property.

(2) Locating scale for gross (full) and tare (empty) weight.

(3) Obtaining certified, legible gross/tare weight tickets.

(4) Upon completion of the move, submit final PPM claim with all required supporting documentation within 30 calendar days of receipt of the AOA, when applicable.

(5) Provide proof of State of legal residence for tax purposes.

(6) Maintain copies of all contracts, receipts, and a settled copy of the claims package for at least seven (7) years for tax purposes.

i. Counseling. Each Marine requesting to perform a PPM shall be counseled using the PPM counseling guide, figure 4-1 and the DD 2278. A copy of the DD 2278 will be maintained on file in the member's shipping file.

j. Liquidation. Marines must liquidate their PPM by filing a claim. In the event the claim with an AOA has not been received by the TVCB within 30 calendar days after the advance is received, the TVCB shall initiate pre-collection action to the designated Marine Corps Finance Office or Defense Finance and Accounting Service, as appropriate, for the entire amount of the AOA.

PERSONALLY - PROCURED MOVE (PPM) CHECKLIST AND EXPENSE CERTIFICATION																				
All documents submitted MUST be LEGIBLE and COMPLETE. Illegible or incomplete submissions will be returned for corrective action.																				
NAME _____																				
A COMPLETE PPM CLAIM PACKAGE WILL INCLUDE THE FOLLOWING DOCUMENTS (If Applicable):																				
☐ This "PPM Checklist and Expense Certification" - completed, signed and dated. ☐ DD Form 1351-2, properly completed ☐ USN Requires FMS Form 2231 Direct Deposit ☐ Advice of Payment (AOP) for PPM advance operating allowance requested AND received (available at https://myPay.dfas.mil) ☐ Completed DD Form 2278 - to include: ☐ blocks 10a/b customer signed/dated, ☐ blocks 10c/d counselor signed/dated ☐ Official Travel Orders - include all amendments and/or endorsements issued. USN: Enlistment Contract or Officer Home of Record report ☐ Power of Attorney (POA) or informal letter of authorization signed by the member/employee ☐ Weight tickets MUST meet Service specific requirement (See ** Below) and be ☐ Certified, ☐ Legible, ☐ Unaltered, and ☐ Adequately descriptive (i.e. FULL/EMPTY 2008 Dodge Ram Pickup with Privately Owned Trailer (POT) etc.) ☐ Include customer identification; Last Name, EMPLID/SSN (last 4) ☐ EACH conveyance (trip/vehicle) used to haul property must be supported by a ☐ FULL and ☐ EMPTY weight ticket ** Service Specific Requirements for Weight Tickets: USAF, USA require a FULL and EMPTY weight ticket obtained at either Origin, Destination or a combination thereof. USMC; EMPTY and FULL weight tickets to be obtained at Origin within 50 miles (at a Base Scale if available). USCG: EMPTY and FULL weight tickets must be obtained at Origin. USN: EMPTY and FULL weight tickets at Origin plus a FULL weight ticket at Destination (3-Tickets). USAF, USA, USMC: TDY - a new FULL and EMPTY weight ticket for each leg. PBP&E (Pro Gear) - complete weight calculator and approved by the Origin counseling office. Local Move - One EMPTY weight ticket for each vehicle ☐ Copy of Contract(s) - identifies: ☐ Customer/Family Member; ☐ Detailed equipment description; ☐ Payment in full ☐ Copy of paid receipts for eligible expense claimed below - receipts must reflect customers last name, EMPLID/SSN (last 4), item description, unit price, quantity, date, name and address of store, etc. (i.e. fuel receipts that reflect only a pre-paid dollar amount do NOT qualify) ☐ Copy of privately-owned vehicle (POV) or trailer (POT), Boat, or Motorcycle registration(s) used for hauling personal property; borrowed POV or POT additionally requires a signed, dated statement by registered owner authorizing use of POV/POT for your HHG movement																				
> Ensure documents requiring signature and date are signed and dated by the customer and/or PPSO as required. > Keep a complete copy of your submitted PPM packet - to include receipts (IRS can audit tax records up to 6 years). > The PPM incentive payment is taxable income. Eligible operating expenses (see notes below) can reduce the taxed portion of your incentive.																				
NOTE 1: EXPENSES ELIGIBLE: Rental trucks, trailers, hand/appliance dollies, and furniture pads; weighing fees; authorized moving company services; tolls and parking fees; POV gas and oil that will not be reimbursed as mileage (TDY) or MALT (PCS/PDT); packing/crating materials. NOTE 2: EXPENSES NOT ELIGIBLE: but are not limited to: Auto tow dollies, auto tow bars/hitches, auto transports; any type of insurance, sales tax, general repairs; general maintenance, meals and lodging; POV gas and/or tolls that will be reimbursed in conjunction with customer/dependent personal travel (i.e. mileage allowance for travel), are not eligible to be claimed as PPM operating expenses. ENSURE ALL OPERATING EXPENSES LISTED BELOW ARE SUPPORTED BY PAID RECEIPTS AND/OR CONTRACTS (EXPENSES WHICH DO NOT MEET ELIGIBILITY REQUIREMENTS MAY BE DEDUCTED) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Contracted expenses (rental truck, trailer, moving services, etc.):</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Rental equipment/materials (hand/appliance dolly, furniture pads, etc.):</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Consumable packing materials (boxes, wrapping paper, tape etc.):</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Weighing fees:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Gas (label receipt to identify vehicle/s fueled):</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Tolls (label receipt to identify vehicle):</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Oil (excludes oil change or service):</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Other (list) _____</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>TOTAL:</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>			Contracted expenses (rental truck, trailer, moving services, etc.):		Rental equipment/materials (hand/appliance dolly, furniture pads, etc.):		Consumable packing materials (boxes, wrapping paper, tape etc.):		Weighing fees:		Gas (label receipt to identify vehicle/s fueled):		Tolls (label receipt to identify vehicle):		Oil (excludes oil change or service):		Other (list) _____		TOTAL:	
Contracted expenses (rental truck, trailer, moving services, etc.):																				
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Gas (label receipt to identify vehicle/s fueled):																				
Tolls (label receipt to identify vehicle):																				
Oil (excludes oil change or service):																				
Other (list) _____																				
TOTAL:																				
I CERTIFY THE ABOVE EXPENSES WERE LEGITIMATELY INCURRED DURING MY PERSONALLY-PROCURED MOVE AS IDENTIFIED BELOW: Move Date: _____ From: _____ To: _____																				
Authority: 5 U.S.C. 5701-5742, 37 U.S.C. 451-495, and E.O. 9297. ROUTINE USES: To substantiate incentive payment claims for movement of household goods. DISCLOSURE: Voluntary; failure to furnish data may result in partial or total denial of claim and/or improper tax application. NOTE: Expenses verified on this statement reduce taxable income reported on form W-2 and may not be claimed again as moving expenses. Federal tax withholding will be 25% of profit (entitlement less eligible operating expenses).																				
I UNDERSTAND THE PENALTY FOR WILLFULLY MAKING A FALSE STATEMENT OF CLAIM IS A MAXIMUM FINE OF \$10,000, MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S.C., TITLE 18, SECTION 287).	Signature _____	Date _____																		

Figure 4-1.--Example of a PPM Checklist and Certification Document

DP3 Cost Generating Tool

Defense Personal Property System (DPS) Unclassified//FOUO, Privacy Act Applies

Version 2013-C5 R2
(Expires: 14 May 2014)

Member Entitlement Information

Member Grade: 0-6

w/ Dep: ☒

Rate Type: PPM Rate

CONUS Movement Points

	Origin	Destination
Zip Codes:	22134	29905

	Application Date	Move Date
Critical Dates:	29-Apr-14	01-May-14

Entitlement Costing Details

Weight Allow: 18,000

PBP&E: -

Channel: US25 - Region 12

Miles: 536

DTOD Miles for PPM: 536

Line Haul Table: 2013 Non Peak

Performance Period: 2013-5

Rate Details

	Svc Area	Svc Schd	SIT Schd
Origin:	168	3	3
Destination:	692	2	2
	Discount	Rate	(Override)
Line Haul:	69.00%	31.00%	
SIT:	65.00%	35.00%	

Entitlement Calculation

Actual Weight:	7,000	<i>(Override)</i>
Total Weight:	7,000	
Base Linehaul:	\$ 2,192.63	<i>(Base rate * LH Discount)</i>
Linehaul Adjustment:	\$ 52.08	<i>((Org LH Fact*CWT)+(Dest LH Fact*CWT))*LHD</i>
Shorthaul Adjustment:	\$ 72.82	<i>(Miles * CWT -> shorthaul lookup table)</i>
Origin Svc Charge (135A):	\$ 126.51	<i>(Org Svc Area Rate * CWT * LHD)</i>
Destination Svc Charge (135B):	\$ 85.93	<i>(Dest Svc Area Rate * CWT * LHD)</i>
Full Pack/Unpack (105A):	\$ 1,468.44	<i>((PK rate*CWT)+(Upk rate*CWT)*LHD)</i>
Government Constructive Cost:	\$ 3,998.41	DTOD Mileage Required
PPM 95% Incentive:	\$ 3,798.49	<i>(GCC*.95)</i>
PPTAS Pseudo Rate:	\$ 57.12014	<i>(GCC Incentive Rate/(Total Weight/100))</i>

- Select the member's appropriate grade from dropdown box
- Select PPM rate
- Enter origin and destination zip of authorized locations
- Enter application date and move date
- Enter DTOD miles between authorized points
- Enter actual weight

Figure 4-2.--Example of PPM Calculation using an approved Costing Tool

CHAPTER 5

LOCAL MOVES

1. General. Incident to a PCS, a local move is within the same city, town, or metropolitan area. Local moves not incident to a PCS involve a move between residences within the daily commuting distance of the PDS. PPOs are required to check other Service regulations when performing a local move for a service member of another Uniformed Service and adhere to the procedures therein. Otherwise, the procedures in this Chapter apply specifically to Marines and generally to all Services.

2. Assignment to Government Quarters/Privatized Housing

a. When members are assigned to Privatized or Government controlled quarters, a local move at Government expense is authorized from the off-station local economy housing (the place from which the member commutes to work daily) to the Government assigned quarters (BEQ's and BOQ's, Government quarters and privatized housing). These provisions apply only when no quarters were available at the time the member reported to the new PDS and the member placed their name on a waiting list within 30 days of reporting to the new PDS and has accepted the first house offered. The following statement will be entered on the Application for Shipment and/or Storage of Personal Property (DD 1299): "I commute from (origin residence) to my duty assignment on a daily basis."

b. Non-temporary storage of overflow items that cannot be accommodated in the assigned quarters is authorized at Government expense for Marines directed to occupy specific government quarters/privatized housing based on their billet assignment.

c. Funding of these local moves and storage is the responsibility of the installation activity which controls the housing. At Marine Corps installations, operating funds are from the O&MMC (1106) appropriation. Local moves shall not be charged to the Family Housing Appropriation (0735). For Marines located at non-Marine Corps installations, funding should be provided by that installation. When unavailable, contact the CMC (LPD-2) for assistance.

3. Required to Vacate Assigned Government Quarters/Privatized Housing in CONUS. Members who are directed by competent authority to vacate the assigned quarters due to the quarters being deemed unfit for occupancy or to meet an unusual Service operational requirement are authorized a short distance HHG move and NTS is authorized until such time as the conditions have been rectified or alleviated. Once the conditions are rectified or alleviated, the member is authorized another short distance move back to government quarters/privatized housing and delivery from NTS or continued storage of overflow items is also authorized.

a. Termination of Non-temporary Storage. Non-temporary storage previously authorized due to overflow under this paragraph must be terminated within 30 days from the date occupancy is terminated for member's convenience, morale or other personal reasons.

b. Funding. At Marine Corps installations, operating funds are from the O&MMC (1106) appropriation. Local moves shall not be charged to the Family Housing Appropriation (0735). For Marines located at non-Marine Corps

installations, funding should be provided by that installation. When unavailable, contact the CMC (LPD-2) for assistance.

4. Voluntary Termination Of Government Quarters/Privatized Housing. Per Chapter 5, paragraph 3 of this Order, above, when a member requests to voluntarily terminate Government quarters for personal reasons, such as a desire to occupy a civilian residence in the vicinity of the duty station, all costs associated with this move will be at the member's expense, including the removal and delivery of NTS overflow items. See Chapter 6, paragraph 1, subparagraph h (3) and paragraph 2, subparagraph g(3) for separation and retirement requirements.

5. Local Move from Government Quarters/Privatized Housing Incident to Separation Or Retirement. See Chapter 6 of this Order. A member authorized shipment of HHG in connection with separation, relief from active duty, or retirement, who is required by competent authority in the interest of the Government to vacate Government quarters/privatized housing is entitled to a local move of HHG at Government expense from the vacated quarters/privatized housing to a temporary residence in the local vicinity. The JTR weight allowance applies to these types of moves.

a. Funding of these local moves will be taken from the separation/retirement orders for Marines. Other Service regulations dictate funding requirements and will be adhered to by PPOs.

b. A later shipment from the temporary residence within the prescribed time limits of the separation/retirement entitlement, not to exceed the member's maximum authorized weight allowance, is authorized to a location specified (home of record/home of selection/other than authorized location subject to excess costs).

c. The DD 1299 will be annotated to reflect local drayage in anticipation of a subsequent move.

d. Appropriation data for any locally funded NTS overflow of items must be changed to reflect the appropriation data on the separation or retirement orders when the Marine desires to keep items in NTS during the entitlement period following separation (180 days) or retirement (365 days).

6. Local Move Due to Reassignment Not a PCS. Local moves of HHG under the authority of the JTR must be supported by a written statement from the Marine's new commanding officer certifying that the local move is necessary as a direct result of the reassignment order and must be approved by the CMC (MMIB-3).

7. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action Against the Landlord. An Armed Forces members who relocates, or whose dependent relocates, from leased or rented private housing by reason of a foreclosure action against the landlord is authorized a short distance HHG move under the provisions of JTR when the member or dependent is not the homeowner. Before this authority is used, the member is encouraged to seek relief under the Service members Civil Relief Act (50 USC, App 531) and state law.

8. Temporary Storage (Storage in Transit [SIT]). SIT is not authorized in connection with a local move that is not considered a fully funded PCS move.

CHAPTER 6

SEPARATION/RETIREMENT

1. Separation from the Service/Release from Active Duty

a. General Information. This Section specifically applies to Marines and generally applies to other uniformed service members per their respective Service regulation. Shipment of HHG for separatees, within prescribed weight allowances, may be made between any points, subject to the following limitation in cost, as applicable:

From	To
The member's last or any previous permanent duty station	The member's HOR or the place from which ordered to active duty - the point that the member elects for the purpose of receiving travel allowances
A designated place to which the member's HHG were transported at Government expense	Same as above
A place of authorized Storage	Same as above

b. Shipment to Unauthorized Locations. A Marine may request shipment of HHG to a location other than the locations authorized, if willing to pay all excess costs above and beyond the Maximum Government Obligation (maximum authorized weight allowance in one lot). If shipment is being requested to an unauthorized location and excess cost will be incurred, the member must be counseled and agree to pay the excess cost prior to release of the shipment. The PPO will counsel that the collection of excess costs will be based on actual weight and/or location calculations and the DD139 will be issued by TVCB. Counseling will be recorded on the DD 1797 Block 8 and signed by the Marine.

c. Shipping Time Limit. Entitlement to shipment begins on the date funded orders are issued and terminates at midnight on the 180th day following separation from the service or relief from active duty unless a written application for shipment has been turned into a PPO prior to the 180th day. When an application for shipment has been turned in to the PPO within 180 days, the HHG must be turned over to a TSP for shipment as soon as possible after such application has been submitted. The PPO will determine what time limit, not to exceed 30 days, is practical based on the facts and circumstances in each case. Any requests for a shipment pick up date more than 30 days from the 180th day will be forwarded by the Marine to the CMC (LPD-2) for consideration.

d. Extensions to Time Limit for Shipment of Household Goods

(1) In cases where an unexpected event beyond the Marine's control occurs which prevents turning over HHG within the authorized time limit specified in Chapter 6, paragraph 1, subparagraph c of this Order, above, a

request for additional time may be submitted in writing, via electronic means to USMCPERSONALPROPERTY@usmc.mil or telephonic request by the PPO or the Marine to the CMC (LPD-2) for processing at least 30 calendar days prior to expiration of the shipping entitlement. Note that if the Marine has submitted a DD 1351-2 for travel pay and has been paid, the address assigned to the DD 1351-2 is now "fixed" to the address selected for travel and transportation entitlements/allowances and any remaining entitlements/allowances for travel and transportation of household goods terminates at that address. Otherwise, the extension also provides extended travel entitlements.

(2) If the entitlement is due to expire within 15 calendar days, the Marine must contact CMC (LPD-2) for further instructions. In the event the 180th day has passed, Marines facing a hardship may request a reinstatement of their shipping entitlement to the CMC (LPD-2).

(3) The PPO will provide the required support to assist Marines in requesting extensions of their entitlements. Marines will not be advised to contact the CMC (LPD-2) unless there are extenuating circumstances. In cases where continued medical treatment is the justification, a letter from the medical doctor providing the treatment must be included. The letter need only state that the Marine was under their care from a beginning date to an ending date. No diagnosis or other additional information is required in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

(4) Hardship Extensions. JTR, par. 5320-G4 authorizes the Secretarial Process to consider extensions for hardship cases. Generally, hardship cases are considered for personnel suffering unemployment, significant financial difficulties, education and training, death/serious illness of an immediate family member and natural disaster. Other cases will be considered on a case by case basis by the CMC (LPD-2). When approved, extensions will not exceed 180 day increments.

e. Storage

(1) Permanent Storage (Non-temporary Storage [NTS]). A Marine who is authorized shipment of HHG in Chapter 6, paragraph 1, subparagraph a of this Order, is also entitled to NTS of HHG. The entitlement begins on the date funded orders are issued and terminates at midnight on the 180th day from the termination of active duty. NTS cannot be extended at Government expense and will be converted to the Marine's expense. If applicable, comply with the instructions in Chapter 2, paragraph 3, subparagraph i of this Order, above. Shipment at government expense after the 180th day can only be made for Marines approved for a shipment time limit extension.

(2) Temporary Storage (Storage in Transit [SIT]). SIT is authorized for any portion of a Marine's HHG that have not been placed in NTS for up to 90 days. For details on extension of temporary storage see Chapter 7 of this Order.

(3) Temporary Storage (Storage in Transit [SIT]) in Connection with Shipment from NTS

(a) SIT in connection with a shipment from NTS is not authorized except when all of the following occurs:

1. Conditions beyond the Marine's control.

2. Such conditions arise after shipment has been released from NTS.

(b) If all of the conditions have been met, the approving PPO will annotate the documentation and ensure a copy is provided to the member and the CMC (LPD-2).

f. Ordered Home to Await Disability. A Marine who is found by a Physical Evaluation Board (PEB) unfit to perform the duties of the Marine's rank or grade and is not entitled to a Home of Selection (HOS) move, but who, for the convenience of the Government, is ordered home to await the results of the disability proceedings is authorized shipment of HHG to the home of record, place entered active duty or any other location subject to excess costs, providing the Marine signs a release not to contest the results of the PEB.

g. Separation Under Other than Honorable Condition

(1) Marines Stationed in CONUS:

(a) Without dependents - shipment of HHG is not authorized.

(b) With dependents - shipment of the dependent's HHG is authorized and the authorized location is determined by a service designated authority (normally the Court Martial Convening Authority that determined the characterization of service or approved the discharge).

(2) Marines stationed OCONUS - HHG shipment is authorized per JTR, par. 5298.

h. Marines Required/Elects to Vacate Government/Privatized Housing Before Selecting a Home

(1) A Marine in receipt of separation orders, who is assigned to Government or Government controlled quarters/privatized housing, and is required by competent authority (usually the installation Housing Officer or as appointed by the installation commander) to vacate such quarters prior to selection of a home, is authorized a local move at Government expense from the authorized Government/privatized housing to a temporary residence in the local economy/in the vicinity of privatized housing. SIT is not authorized in connection with this local move. Separation appropriation data will be used to fund the local move for Marines only. PPOs must ensure other Service regulations are followed for other uniformed service members. The following statement will be placed in the remarks section of the DD 1299, "Local Move authorized per JTR, par. 5320-F."

(2) A subsequent shipment is authorized within prescribed time limits and prescribed weight allowance, from the temporary residence to the Home of Record/Place Entered Active Duty or any other location subject to excess costs. The accounting data cited in the Marine's separation orders will be used to fund this move.

(3) Marines who elect to move from government/privatized housing to the local economy/in the vicinity of privatized housing are not authorized a move at government expense. However, if this move constitutes the final

separation move, the separation orders will be used to fund this move and the Marines will be counseled in Section 8 of the DD 1797 that this is the final move. Installation competent authority must inform personnel in writing before they accept government/privatized housing that this move will be at their expense.

i. Counseling. At a minimum, the PPO will counsel Marines on the following:

(1) Authorized locations (last PDS to HOR or place ordered to active duty).

(2) Excess cost when shipping to/from other than authorized locations and/or in excess of maximum authorized weight allowance. Such counseling will be annotated on the DD 1299 and initialed by the Marine. Counseling will also be recorded on the DD 1797 Block 8 and signed by the Marine.

(3) The difference between non-temporary storage and temporary storage (SIT). The Marine must be counseled on the consequences of requesting shipment to a specific destination with the intention of storing the property beyond 90 days. The Marine will also be counseled that, if HHG are shipped to a destination, the non-temporary storage entitlement is no longer applicable and temporary storage (90 days) will not be extended unless hardship conditions exist which may justify extension. This counseling will be annotated on the DD 1797 in Block 8.

j. Time Limit

(1) Shipment - The Marine's entitlement expires at midnight on the 180th day after separation.

(2) Storage - The Marine will be counseled that NTS cannot be extended beyond the time specified in Chapter 6, paragraph 1, subparagraph e of this Order, above at Government expense. Counseling will be recorded on the DD 1797 Block 8 and signed by the Marine.

2. Retirement

a. General Information

(1) This Section specifically applies to Marines and generally applies to other uniformed service members per their respective Service regulation. Marines in the following categories are authorized a HOS move:

(a) Retired for physical disability or placed on the Temporary Disability Retired List (TDRL), without regard to length of service.

(b) Retired with pay for any other reason (including transfer to the Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

(c) Discharged with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

(d) Involuntary released from active duty with readjustment or separation pay immediately following at least 8 years of active duty with no single break therein of more than 90 days.

(2) Shipment of HHG within prescribed weight allowances may be shipped between any points subject to the following limitations as applicable:

<u>From</u>	<u>To</u>
The member's last or any previous permanent duty station.	The home selected by the member (within the United States) for the purpose of receiving travel allowances. (Refer to JTR, par 5318-A1) for specific entitlements and limitations.)
A designated place to which the member's HHG were transported at Government expense.	Same as above
A place of authorized storage. Any combination of the above.	Same as above

b. Shipment of Household Goods Outside the United States. A Marine who is authorized shipment to a HOS within the United States may ship HHG outside the United States dependent upon agreement, in writing, to pay all excess cost. Excess cost will be computed by determining how much it would have cost to ship a like weight of HHG from the last duty station to the furthest point within CONUS. This cost is subtracted from the actual cost for shipment outside the United States and the Marine is liable for the difference. The PPO will place a statement in the remarks section of the DD 1299; i.e., "Counseled regarding excess cost for exceeding shipping entitlement." The Marine will then initial to the right of that statement on the DD 1299. Counseling will also be recorded on the DD 1797 Block 8 and signed by the Marine.

c. Import Duties and Taxes. Eligibility for shipment of personal property for retired personnel for entry into foreign countries (as their HOS) free of import duties and taxes is dependent upon the laws of the country concerned. The GBL is a transportation document only; therefore, import duties or taxes assessed by foreign governments are not included in the charges for air, ocean, or land transportation provided at the expense of the U.S. Government. All import duties and taxes are the responsibility of the Marine and are not reimbursable. Marines contemplating shipment of their HHG to a foreign country will be advised to contact the U.S. Consulate or Embassy located in the country where they intend to reside for information on customs requirements, allowable and restricted items, and other information or assistance which may be required. The PPO will place a statement in the remarks section of the DD 1299, specifically, "Marine advised that all import duties/taxes are the Marine's responsibility and are not reimbursable." The GBL will also be annotated with "THIS SHIPMENT IS FOR A RETIRED SERVICE MEMBER".

d. Shipping Time Limit. The entitlement for shipment of HHG to a HOS begins on the date funded orders are issued and terminates at midnight on the 365th day from the active duty termination date.

e. Extensions to Time Limit for Shipment of Household Goods

(1) In cases where a Marine meets the qualifications for an extension of travel and transportation entitlements and circumstances prevent turning over HHG within the authorized time limit specified in Chapter 6, paragraph 2, subparagraph d of this Order, above, a request for additional time may be submitted in writing, via electronic means to USMCPERSONALPROPERTY@usmc.mil or telephonic request by the Marine to the local PPO for processing at least 45 calendar days prior to expiration of the shipping entitlement. Local PPOs are authorized to adjudicate the first extension request. Adjudication will be performed under the conditions established in the JTR and paragraph, 2e(4), below. The first extension will not be granted until 60 days before the entitlement expires. When necessary, the second and all subsequent requests will be submitted by the Marine in writing, via electronic means or telephonic request directly to the CMC (LPD-2) at least 45 calendar days before the expiration of the shipping entitlement. Note that if the Marine has submitted a DD 1351-2 for travel pay and has been paid, the address assigned to the DD 1351-2 is now "fixed" to the address selected for travel and transportation entitlements/allowances and any remaining entitlements/allowances for travel and transportation of household goods terminates at that address.

(2) If the entitlement is due to expire within 30 calendar days, the Marine must contact the CMC (LPD-2) for further instructions. In the event the 365th day has passed, Marines facing an extreme hardship may request a reinstatement of their shipping entitlement to the CMC (LPD-2).

(3) The PPO will provide the required support to assist Marines in requesting extensions of their entitlement. Marines requesting their first extension will not be advised to contact the CMC (LPD-2) unless there are extenuating circumstances under Other Deserving Cases. In cases where continued medical treatment is the justification, a letter from the medical doctor providing the treatment must be included. The letter need only state that the Marine was under their care from a beginning date to an ending date. No diagnosis or other additional information is required, in accordance with the HIPPA.

(4) Other Deserving Case Considerations. JTR, par. 5318-F authorizes the Secretarial Process to consider extensions for other deserving cases that "may also be authorized/approved through the Secretarial Process, if in the Service's best interest, or to the member's benefit and not more costly/adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. 5318-D and 5318-E." Generally, other deserving cases are considered for personnel suffering unemployment, significant financial difficulties, death/serious illness of an immediate family member and natural disaster. Other requests for consideration, including requests citing the "member's benefit and not more costly/adverse to the Service" will be adjudicated on a case by case basis by the CMC (LPD-2). Extension requests must be submitted to the CMC (LPD-2) between 30-45 days from the date of expiration of the entitlement/extended entitlement. When approved, extensions will not exceed one year increments.

f. Storage

(1) Permanent Storage (Non-temporary Storage [NTS]). A Marine who is authorized shipment of HHG in Chapter 6, paragraph 2, subparagraph a of this Order, above, is also entitled to non-temporary storage of HHG. The entitlement begins on the date orders are issued and terminates 1 year from the termination of active duty. NTS cannot be extended at Government expense beyond 1 year from the date of separation/retirement unless the Marine was undergoing hospitalization on date of termination or within the 1 year period from the date of separation/retirement and was unable to move at the advice of a medical physician. In cases where continued medical treatment is the justification, a letter from the medical doctor providing the treatment must be included. The letter need only state that the Marine was under their care from a beginning date to an ending date. No diagnosis or other additional information is required, in accordance with the HIPPA. The Marine is authorized a day for day credit for each day of hospitalization.

(2) Temporary Storage (Storage in Transit [SIT]). SIT is authorized for any portion of a Marine's HHG that has not been placed in NTS. SIT can be authorized for up to 90 days. Extensions to SIT are discussed in Chapter 7 of this Order.

(3) Temporary Storage (Storage in Transit [SIT]) in Connection with Shipment from NTS.

(a) SIT in connection with shipment from NTS is not authorized except when all of the following occurs:

1. Conditions beyond the Marine's control.
2. Conditions arise after shipment has been released from NTS.

(b) If all of the conditions have been met, the approving PPO will annotate the documentation and ensure a copy is provided to the member and the CMC (LPD-2).

g. Marine Required/Elects to Vacate Government/Privatized Housing Before Selecting a Home

(1) A Marine in receipt of retirement orders, who is assigned to Government/Privatized Housing, and is required by competent authority (usually the installation Housing Officer or as appointed by the installation commander) to vacate such quarters prior to selection of a home, is authorized a local move at Government expense from the authorized Government/privatized housing to a temporary residence on the local economy/in the vicinity of privatized housing. SIT is not authorized in connection with this local move. Retirement appropriation data will be used to fund the local move for Marines only. PPOs must ensure other Service regulations are followed for other uniformed service members. The following statement will be placed in the remarks section of the DD 1299, "Local Move authorized per JTR, par. 5318-G."

(2) A subsequent shipment is authorized within prescribed time limits and prescribed weight allowance, from the temporary residence to the HOS (or any other location if the Marine is willing to pay any excess costs). The

accounting data cited in the Marine's retirement orders will be used to fund this move.

(3) Marines who elect to move from government/privatized housing without direction by competent authority to vacate the quarters to the local economy/in the vicinity of privatized housing are not authorized a move at government expense. However, if this move constitutes the final retirement move, the retirement orders will be used to fund this move and the Marine will be counseled in Section 8 of the DD 1797 that this is the final move. Installation competent authority must inform personnel in writing before they accept government/privatized housing that this move will be at their expense.

h. Counseling. At a minimum the PPO will counsel Marines on the following:

(1) Authorized locations (last PDS to HOS).

(2) Excess cost when shipping outside the United States. The Marine will initial excess cost statement on DD 1299. Counseling will be recorded on the DD 1797 Block 8 and signed by the Marine.

(3) The difference between NTS and SIT. The Marine must be counseled on the possibility of excess costs if requesting shipment to a specific destination with the intention of storing the property beyond 90 days. Counseling will be recorded on the DD 1797 Block 8 and signed by the Marine.

(4) Time Limits

(a) Shipment. The Marine will be advised that the shipment and non-temporary storage entitlements expire 1 year from the active duty termination.

(b) Storage. The Marine will be counseled that NTS cannot be extended beyond the time specified in Chapter 6, paragraph 2, subparagraph f(1) of this Order, above, at government expense. Counseling will be recorded on the DD 1797 Block 8 and signed by the Marine.

(c) The Marine will also be counseled that if HHG are shipped to a destination, the non-temporary storage entitlement is no longer applicable, and SIT (90 days) will not be extended unless there are unique situations which justify the extension. Counseling will be recorded on the DD 1797 Block 8 and signed by the Marine.

(d) Extensions. The Marine will be counseled on how to request extensions to the shipping entitlement while the shipment has been converted to the Marine's expense after the completion of one year from the date of retirement. Counseling will be recorded on the DD 1797 Block 8 and signed by the Marine.

CHAPTER 7

STORAGE

1. Temporary Storage (Storage in Transit [SIT])

a. General. This section applies specifically to Marines and generally to other uniformed service members, and PPOs will adhere to those regulations when applicable. SIT is storage authorized in connection with a shipment of HHG. Such storage is temporary in nature, cumulative and may accrue at origin, in transit, at destination, or any combination thereof. If SIT at origin is used, delivery out of SIT must be directly to a residence. The location of SIT is determined by the TSP under the DP3 Business Rules in reference (b), however, Storage at Origin must be requested by the TSP to the Origin PPO for approval. PPOs will monitor the Inbound and Outbound shipment management queues to ensure visibility is established and maintained for quality assurance inspection and invoice verification purposes.

b. Time Limits and Extensions

(1) A member is entitled 90 days of SIT at Government expense in connection with any authorized shipment of HHG except for local moves. If HHG are not removed from storage before the expiration of the first 90 days, all charges accruing thereafter will be at the member's expense unless additional storage is authorized by the PPO in advance of the expiration date.

(2) The PPO may approve the first SIT extension of 90 days for a total period of up to 180 days when the Marine provides appropriate written justification for the extension.

(a) Appropriate reasons for extensions are identified in the JTR. Storage for the convenience of the Marine is not an appropriate justification for extensions.

(b) Approval will be documented on the DD 1857.

(3) Coordination with the installation Housing Officer is crucial in reducing unnecessary SIT costs. Pending assignment to government owned or privatized housing in itself is not appropriate justification to approve storage beyond 90 days when the likelihood of assignment within 45 days of the expiration of the first 90 days is remote. The PPO will consider all factors, to include the location of the dependents, size of the temporary lodging, and other factors that may pertain to the situation in determining approval of additional SIT.

(4) PPOs will evaluate the circumstances surrounding the extension request and determine an appropriate extension period to the SIT entitlement. When circumstances do not warrant a 90-day extension, the PPO may grant extensions in less than 90-day increments. The CMC (LPD-2) will be notified when the PPO determines the Marine does not meet the conditions necessary for an extension of SIT beyond 90 days.

(5) Extensions past 180 days must be reviewed and adjudicated by the CMC (LPD-2). Requests must be submitted, with appropriate supporting documentation for each 90-day extension request including justification for the continued SIT and current orders authorizing the HHG move at least 30

calendar days before expiration of the entitlement. The PPO will review each extension request past 180 days and provide a recommendation based on the circumstances involved to the CMC (LPD-2).

(6) If a Marine does not provide disposition instructions concerning the HHG, or if all efforts by the PPO to contact the member are unsuccessful, the Government storage account will terminate at midnight on the last day of authorized storage and the HHG will be converted to storage at the Marine's expense. See Chapter 2, paragraph 3, subparagraph i of this Order for instructions that must be executed prior to converting the shipment to the member's expense. The DPS Smartbook may be consulted to ensure conversion procedures are executed correctly in DPS.

c. Extending SIT When Member Ordered TDY/Deployed 90 or More Days Within 180 Days of the Marine's Effective Date of the Orders at The New PDS. When, because of conditions beyond the member's control, the HHG in SIT at Government expense cannot be withdrawn during the first 180 days because the member was ordered TDY/Deployed 90 or more days, the shipment will remain in SIT until the period of TDY/Deployed 90 or more days has been completed. At any point during the SIT period, the shipment may be withdrawn by an authorized person with a Power of Attorney or as designated by the member in writing as the Receiving Agent. Otherwise, the shipment may remain in SIT an additional 90 days beyond the date of return from TDY/Deployed for 90 or more days. In the event the member cannot take delivery after that additional 90 days, the shipment will be converted to the member's expense. If unable to establish contact/location of the member, comply with the instructions in Chapter 2, paragraph 3, subparagraph i of this Order.

d. SIT in Connection with Shipment from Non-Temporary Storage (NTS). Marines with HHG in NTS will not release those HHG until they have an address to accommodate a direct delivery.

(1) Shipments from NTS to NTS are not authorized.

(2) SIT in Connection with Shipment from NTS. SIT in connection with shipment from NTS is not authorized except when all of the following occurs:

(a) Conditions beyond the Marine's control.

(b) Conditions arise after shipment has been released from NTS.

(3) If all of the conditions have been met, the approving PPO will annotate the documentation and ensure a copy is provided to the member and the CMC (LPD-2).

e. Converting SIT Charges to Member's Expense. When a Marine exceeds their SIT authorized storage entitlement, the PPO must ensure that all of the guidelines stipulated in reference (b) and Chapter 2, paragraph 3, subparagraph i of this Order and the DPS Smartbook are followed before converting the shipment to the Marine's expense. In cases where the PPO has not contacted the Marine in accordance with the timelines in reference (b) prior to the end of the first 90 days of SIT, the PPO will not convert the shipment to the Marine's expense and automatically add another 45 days to the storage time limit. Every effort will be taken to contact the Marine within those first 25 days of the 45 day extension.

f. Sit Converted To NTS. SIT at place of origin may be converted by the PPO to NTS at the request of the member if the member is entitled, under the member's orders, to NTS.

(1) Once converted, further shipment is not authorized until new funded PCS orders are issued.

(2) Converting SIT to NTS at destination is not authorized without prior approval by the CMC (LPD-2). Instances where the Marine can provide proof of miscounseling will be forwarded in writing, via electronic means or telephonically to the CMC (LPD-2) for consideration and resolution. These instances generally occur when entitlements for separates and retirees are not fully understood by the separate or retiree and/or not documented properly on the DDs 1299 and 1797, therefore the PPO must comply with the counseling instructions per Chapter 6, paragraph 1, subparagraph i and Chapter 2, paragraph 3, subparagraph j of this Order.

g. Withdrawal and Drayage of Partial Lots. The PPO, upon appropriate justification in writing from the Marine, can approve the withdrawal and delivery of a partial lot from SIT at Government expense.

(1) Withdrawal of a second lot at Government expense may be authorized by the PPO when unforeseen circumstances arise after the first withdrawal which would result in a hardship to the Marine or dependents if additional HHG are not withdrawn.

(2) Upon approval of the PPO, additional partial lots may be withdrawn and delivered, but the Marine must bear any cost in excess of what would have been incurred by the Government had the withdrawal and delivery been made in one lot.

(3) Withdrawal and delivery of partial lots must be justified and annotated in writing in the Marine's file.

h. Civilian Employee Temporary Storage (Storage in Transit [SIT]). Civilian employees are authorized 60 days of SIT for CONUS-CONUS moves or 90 days to/from OCONUS if it is stated in their orders with appropriation data identified for the storage. See Chapter 10 of this Order for more Civilian Employee entitlements/allowances.

i. SIT of Privately-Owned Vehicles. Not authorized except for casualty situations per JTR, par. 5362-E4b.

j. Local Moves. SIT is not authorized for local moves.

k. Shipment from SIT to Destinations Within the Commuting Area of Duty Assignment. Shipments which have arrived at the destination shown on the GBL may be delivered from SIT, at Government expense to a residence from which the member commutes or intends to commute provided:

(1) The member is assigned to a shore duty station and commutes daily from such residence to the regular duty assignment; or

(2) The member is assigned to sea duty and commutes daily from such residence to the regular duty assignment while the vessel is in the homeport; or

(3) The shipment is to a destination within the daily commuting area of:

- (a) HOR/place for which ordered to active duty
- (b) HOS
- (c) Designated place or location

(4) The PPO may approve requests for diversion/delivery from SIT to a residence from which the member commutes to the member's duty assignment on a daily basis provided the member signs the following statement entered on the delivery order or Statement of Accessorial Services Performed (DD 619): "I (plan to) commute daily from (complete delivery address) to my duty assignment."

2. Permanent Storage (Non-Temporary Storage [NTS])

a. General. This section applies specifically to Marines and generally to other uniformed service members, and PPOs will adhere to those regulations when applicable. The entitlement to NTS includes any shipment, drayage, packing, and crating necessary to place the HHG in the designated storage facility. NTS will be picked up and stored in the most cost-effective government owned or government approved NTS storage facility available. The storage location is determined by the origin PPO. Intentionally shipping HHG to the member's PCS duty station for NTS is not authorized.

b. Time Limits. On a quarterly basis (Oct, Jan, April, July), the PPO will review all NTS records to validate that the storage is still required and that the funding associated with the storage is still valid. This review will be done during the quarterly certification process and will be documented. The PPO is responsible for contacting members when shipments are within 90 days of their expiration date to request a status update (tour extension, orders pending, and consecutive overseas tours) and such contact will be documented. These shipments will be monitored for responses and if a response is not received within 45 days, a spreadsheet will be produced and forwarded to the CMC (LPD-2) for further research. Shipments with expired funding require immediate research and resolution. Procedures for notification of members pending expiration of entitlement and conversion of storage lots to member's expense are also contained in reference (b). When necessary, assistance in locating the Marine may be obtained as follows:

(1) Active Duty Marines. By correspondence with the Headquarters, U.S. Marine Corps, 3000 Marine Corps Pentagon, Washington, DC 20350-3000, or by calling the Worldwide Locator at DSN: 278-3942, commercial: 703-784-3942.

(2) Retired Marines. By correspondence to the Director, Defense Finance and Accounting Service, Department Management Division (EYCT), Kansas City, MO 64197-5000, or by calling DSN: 465-7130, commercial: 816-926-7130.

(3) Separated Marines. Generally the most difficult to locate, however, PPOs will exhaust every means before converting to the Marine's expense. When it has been determined that the Marine cannot be located, the PPO will comply with the instructions in Chapter 2, paragraph 3, subparagraph i of this Order.

(4) Questions concerning continued NTS for heirs of deceased Marine Corps retirees should be addressed to the CMC (LPD-2).

c. JTR, par 5294 authorizes the PPO to grant an additional 90 days of NTS incident to a member being ordered to a PDS located at or in the vicinity of the place of NTS.

d. Marines will request delivery of NTS to a specified address within 90 days of the effective date of the orders at the new PDS. When a Marine is authorized an additional 90 days of SIT for a shipment placed into storage at origin, destination or any place the TSP elects, the NTS shipment may remain in NTS for the additional 90 days to ensure the shipment arrives at destination when the SIT shipment is delivered and not more than an additional 15 days for transit. Marines are encouraged to schedule deliveries of multiple shipments on separate days to prevent confusion when managing delivery inventories.

e. NTS as an Alternative to Transportation. Marines may store some or all of their HHG at origin when in receipt of PCS Orders when it is in the best interests of the government and not for the Marine's personal convenience. All requests for this option, per JTR, par. 5216, must be forwarded in writing, via electronic means or telephonically to the CMC (LPD-2) for consideration at least 30 calendar days before the shipment is picked up.

(1) When NTS is authorized by the CMC (LPD-2), the PPO will advise the Marine such storage is in lieu of shipment. Further shipment is not authorized until receipt of another set of funded PCS orders. The provisions of Chapter 7, paragraph 2, subparagraph h of this Order also apply to these shipments. The DD 1299 and DD 1797 will be annotated and signed by the Marine to document the counseling.

(2) This entitlement does not apply to early return of dependents. If a Marine is authorized early return of dependents, NTS is not authorized; however HHG may be placed in storage using local funds if approved by the local command.

f. NTS Converted To SIT. The PPO may convert NTS to SIT and ship HHG to the Marine's next duty station if the HHG have not exceeded 180 days in NTS. If the 180 days has passed, the Marine must pay all costs of storage past the 180th day. Shipment may only occur if the Marine has one (1) year remaining on station on the anticipated delivery date of the HHG. No additional SIT is authorized.

g. NTS Converted To Marine's Expense. When a Marine exceeds the authorized NTS entitlement, the shipment will be converted to the Marine's expense. The PPO must ensure all of the guidelines stipulated in paragraph reference (b) and the DPS Smartbook are followed before converting the shipment. When there is a shipping entitlement extension on file, the NTS may be released and shipped to the Marine only after the NTS Contractor confirms the account is paid. When the Marine cannot be located or refuses to respond to correspondence, refer to Chapter 2, paragraph 3, subparagraph i of this Order for further instructions.

h. Withdrawal of Household Goods from NTS as an Alternative to Continued Storage. All or part of the shipment may be released locally to set up or augment an established residence for the Marine or the dependent.

The withdrawn HHG cannot be stored as NTS again until another set of PCS Orders are received.

i. NTS of Items Currently in SIT. When HHG are in SIT on the date further orders are issued under which NTS is authorized, the authorized period of NTS will begin on the effective date of the latter orders. If the SIT facility is not authorized to store NTS shipments, all costs associated with converting the SIT to NTS, including drayage and handling in are chargeable to the new Orders.

j. NTS When Ordered On PCS To a Remote CONUS Area with a Housing Shortage or a CONUS Area Where Available Government Owned/Privatized Housing is Much Smaller than Normally Provided. Requests for this type of NTS must be submitted to the CMC (LPD-2) in writing, via electronic means or telephonically at least 15 calendar days prior to the pickup date of the shipment.

(1) These shipment requests will be processed as prescribed in paragraph 7202 of this Order.

(2) If the Marine shipped HHG to a CONUS NTS qualifying location, such as Newport, Rhode Island or Monterey, California, the request for NTS will be forwarded immediately by the Marine, as assisted by the PPO, to the CMC (LPD-2).

(3) When Marines maintaining an NTS shipment per the conditions of this paragraph are subsequently assigned to an OCONUS AWL area, they may make a shipment of selected items from the NTS shipment located at the previous PDS to the AWL location using appropriation data from the new PCS Orders. Marines will also be entitled to an NTS shipment to be stored at the current PDS per OCONUS shipping entitlements. Marines will be counseled that the total weight of all shipments to the AWL location must not exceed the maximum weight limitations established in JTR Appendix W or the Marine will be subject to excess costs.

k. Successive Periods of NTS. A Marine's HHG that are in NTS when further orders are received, which also authorize NTS, is entitled to continued storage until the termination of entitlement under the latter orders. See Chapter 7, paragraph 2, subparagraph c of this Order for the proper procedures to manage this shipment request.

l. Storage of Over-Flow Personal Property When Assigned to Government Quarters/Privatized Housing. Marines directed by competent authority to occupy specific government quarters/privatized housing are authorized NTS of HHG that cannot be accommodated in the assigned quarters. Marines will be counseled that HHG placed into storage under this paragraph may be delivered locally at any time during the current PCS and must be for use by the member or dependents in setting up or augmenting an established place of residence and will not be authorized to be placed into NTS again until a new set of PCS Orders are issued to the Marine. Marines may not self-procure this overflow NTS without approval from the CMC (LPD-2) in coordination with the G-4, Marine Corps Installations Command.

(1) Neither the weight allowance nor the 18,000-pound limit imposed by 37 USC §476(b)(1)(D) applies to Marines affected by this paragraph. PPO Counselors are reminded to constantly review changes to the JTR to ensure this weight allowance remains in effect. In the event there is a change to

the JTR regarding this weight allowance, the JTR takes precedence over this Order per Chapter 1, paragraph 1, subparagraph c(2) of this Order.

(2) The installation commander exercising authority over housing assignments will use local O&MMC funds to pay for the cost of this storage.

m. NTS in Connection with Renovation of Government Quarters. Marines directed to vacate Government Quarters (unfit for occupancy, some unusual Service operational requirement) are authorized NTS until the situation is rectified.

(1) Neither the weight allowance nor the 18,000-pound limit imposed by 37 USC §476(b)(1)(D) applies to Marines affected by this paragraph.

(2) The installation commander exercising authority over housing assignments will use local O&MMC funds to pay for the cost of this storage.

n. NTS When Denied BAH Without Dependents/Assigned To BEQ

(1) Personal Property Office responsibilities. All Marines directed to occupy a barracks space who were previously authorized a BAH rate to live on the economy or occupy accompanied base housing at the current or previous permanent duty station must provide the Personal Property Office with a barracks occupancy assignment letter/voucher. Further, when the assignment to a barracks is vacated due to a change in BAH status, the Marine will present the barracks vacating notice as the authorizing document to execute a move from the barracks/commercial storage facility/NTS location to the new residence. In cases where NTS at the previous PDS was authorized and the shipment was not shipped due to the above circumstances, the NTS shipment may be released and shipped directly to the new PDS residence using the funding data on the new PCSO. Personal Property Offices will counsel Marines on the following NTS entitlements.

(2) Marines directed to move into the barracks from the local economy shall be counseled on NTS entitlements. Marines will have a choice between allowing the government to store their HHG or to seek reimbursement for storage using a commercial storage facility.

(a) Marines choosing to have the government store their HHG will acknowledge in writing that access to their HHG will not be authorized until they receive a new set of orders.

(b) Marines choosing to store their HHG at personal expense at a commercial storage facility and seeking reimbursement shall be counseled on the requirement to weigh their HHG (empty and full weight tickets are required). Marines shall provide the original weight tickets, the storage facility contract, monthly invoices and any additional documentation to submit claims for reimbursement on a quarterly, semiannual or annual basis or upon completion of their current tour.

(3) Marines who execute PCS orders from a location where they were authorized BAH or occupied accompanied base housing and are assigned to occupy an available barracks space at their new assigned location, shall be counseled on NTS entitlements and will have a choice between allowing the government to store their HHG or to seek reimbursement for storage using a commercial storage facility.

(a) Marines choosing to have the government store their HHG shall acknowledge in writing that access to their HHG will not be authorized until they receive a new set of orders to execute a PCS or their BAH status changes and they are authorized to move from the barracks to the local economy or accompanied base housing. Marines in this category are authorized not more than ninety (90) days of SIT and a partial delivery of selected HHG to the BEQ or commercial storage facility. Once a partial delivery has been accomplished, if requested, the shipment will be converted to NTS when determined by the PPO to be in the best interests of the government.

(b) Marines choosing to store their HHG at personal expense at a commercial storage facility and seeking reimbursement will have their shipment delivered to a local commercial storage facility at no expense to the Marines. TSP weights shall be used to document the weight stored as long as the Marines take delivery of all of the HHG. If Marines take a partial delivery of HHG and store the rest at government expense, the TSP shall provide separate empty and full weight tickets for the remaining and the delivered shipments to the PPO. Marines shall present the storage facility contract, monthly invoices, and any additional documentation to the PPO in order to submit claims for reimbursement on a quarterly, semiannual or annual basis or upon completion of their current tour.

(c) Neither the prescribed weight allowance in the JTR nor the 18,000 pound weight limit applies to Marines in the above categories. In addition, regardless of how much weight is stored, sold, or otherwise disposed of, the original weight that the Marine placed into the commercial storage facility will be used throughout the duration of the tour of duty for reimbursement purposes.

(d) Personal Property Offices (PPO) shall assist Marines in preparing the required documentation necessary for reimbursement; the SF 1034 will be used to certify the entitlement.

(e) Disbursing Office/Finance Office (DO/FO) responsibilities. Process the SF 1034 for payment. The SF 1034 must be accompanied with all supporting documentation. The initial payment must include a copy of the rental contract, all legible receipts, and the Standard Accounting Budget and Reporting System print out of the LOA and obligation. Subsequent payments will not require a copy of the rental contract. All payments will be pre-validated prior to the payment. The payment will be made to the Marine's direct deposit account that is resident in Marine Corps Total Force System (MCFTS).

(4) Funding

(a) Government Provided Storage. Shipments converted from SIT to NTS and/or picked up and stored at government expense will use local Operations and Maintenance (O&M) funding provided by the installation comptroller.

(b) Storage Reimbursement. The funding for reimbursement of self-procured commercial storage will be provided by the installation comptroller using O&M funds.

(c) NTS of Privately-Owned Vehicles. NTS for a member's POV (up to two POV's for deceased cases) is not authorized except for certain casualty situations per JTR, par. 5362-E4a; when a Marine is authorized to

store one POV due to PCS to an OCONUS PDS where POV shipment is not authorized; when the POV is subject to litigation; when the person authorized to receive custody of the POV(s) is not known; when the person authorized to receive custody of the POV is known but has not yet been located and notified to take custody of the POV(s). In these cases, the POV(s) may be stored at Government expense until such time as proper disposition can be made. See Chapters 8 and 10 of this Order for additional POV Storage considerations.

3. Counseling Requirements

a. Storage. During the counseling session, the counselor must explain the options of NTS and SIT. Refer to Chapter 6 of this Order for counseling requirements for storage in connection with separation and retirement.

b. NTS

(1) The termination date of the shipment.

(2) Requirement to provide responsible agency with appropriate address changes.

(3) Member must provide required documents to request additional storage in sufficient time to avoid expiration of entitlement.

c. SIT. The member will be advised of:

(1) Member entitled to 90 days of storage. Additional 90 days of storage may be granted by the destination PPO when appropriate. Only the CMC (LPD-2) may extend SIT beyond 180 days.

(2) Member must request additional storage in sufficient time to avoid expiration of entitlement.

d. Special Storage Expiration. Upon return from TAD/deployments for 90 or more days and UDP, Marines are required to advise PPO of their return and have 90 days to take receipt of the HHG in special storage. See Chapter 2, paragraph 4 of this Order for additional policies.

CHAPTER 8

TRANSPORTATION AND STORAGE OF PRIVATELY OWNED VEHICLES (POV)

1. Entitlement. Basic allowance and eligibility requirements for POV transportation and storage are prescribed in JTR, pars. 5322-5394. POV transportation and storage allowances are discretionary and may be modified by the Marines Corps to meet operational needs.
2. Applicable Regulations and Procedures. Reference (b), Appendices K3 (Shipping Your POV) and K4 (Storing Your POV) provide various procedures for preparation of POVs for shipment or storage and will be adhered to by all Marines to prevent unnecessary delays at the Vehicle Processing Centers (VPC).
3. Custom Requirements. Reference (b), Chapter 408 provides U.S. Customs requirements relative to importation of POV's into the Customs Territory of the United States (CTUS).
4. Consignment Instructions. The official PPCIG located within the DPS contains customs/importation requirements, restrictions and general guidance relative to the importation of POV's into a particular foreign country. In cases where the POV has been modified (large tires, lift kit, windows too dark, etc.) and no longer qualifies for shipment to the location specified in the Marine's orders, the POV can be stored at government expense.
5. POV Shipment Permitted. Members must have at least 12 months remaining on an OCONUS tour from the date a POV is turned in for shipment at a VPC. Requests for ETP can be sent at least 30 days prior to the earliest departure date on the orders to the CMC (LPD-2) in writing, via electronic means or telephonically for adjudication.
6. POV Shipment in CONUS When Marine is Unable to Drive. Requests for shipment of a POV in CONUS that meet the criteria established in JTR 5322-A1b(1) are adjudicated by the CMC (LPD-2). In cases where continued medical treatment is the justification, a letter from the medical doctor providing the treatment must be included. The letter need only state that the Marine was under their care from a beginning date to an ending date. No diagnosis or other additional information is required, in accordance with the HIPPA. A dependent's inability to drive does not satisfy the criteria established within this paragraph. When approved, PPOs will comply with the submission requirements established by SDDC and disseminated by the CMC (LPD-2) to coordinate POV shipment using the Global POV Contractor.
7. POV Shipment in CONUS When Marine Has Insufficient Time to Drive Incident to a PCS
 - a. In these cases, Marines must provide a justification to the CMC (LPD-2) substantiated with supporting documentation that indicates a short period of time between detaching and reporting dates that is equal to or shorter than the driving time allowed for the mileage between Permanent Duty Stations, per JTR par.5328, at roughly 350 miles per day. When approved, PPOs will comply with the submission requirements established by SDDC and disseminated by the CMC (LPD-2) to coordinate POV shipment using the Global POV Contractor.

b. Requests for authorization to be reimbursed for driving a third or subsequent POV are adjudicated by the CMC (MMIB-3).

8. Restrictions on OCONUS Shipments

a. Shipment to/from Foreign Countries

(1) The PPO is responsible for ensuring Marines are properly counseled concerning entry requirements and restrictions for shipments of POV's destined overseas. Such counseling is normally conducted during the personal property interview and is documented on the DD 1797, Personal Property Counseling Checklist.

(2) The PPCIG will be used to advise of foreign entry requirements/restrictions. In addition, reference (b), Appendix K-3 contains procedures for the shipment of a POV at government expense. It is important that counselors become thoroughly familiar with these instructions to ensure that proper counseling is provided to all members shipping a POV.

(3) In the event that a particular remote overseas location is not addressed in the PPCIG, the PPO will request the information from the gaining overseas command or additional support from the CMC (LPD-2).

b. Size restrictions. Marines desiring to ship a POV which exceeds 20-measurement tons are required to sign an agreement to pay the excess costs. If the Marine does not agree to pay the excess cost for shipment, there is no entitlement to storage at government expense. When a valid medical reason exists which requires shipment of an oversized vehicle, a request may be submitted to the CMC (LPD-2) for shipment at government expense. A letter from the medical doctor providing the treatment must be included. The letter need only state that the Marine/dependent was under their care from a beginning date to an ending date. No diagnosis or other additional information is required, in accordance with the HIPPA.

c. Mobile homes, recreational vehicles, and 5th wheels should be processed in accordance with chapter 9 of this Order.

d. POV shipments from an OCONUS location are authorized only when Marines do not have a POV in authorized storage. POV shipments from an OCONUS location in which shipments to that location are not authorized, may be authorized unless otherwise prohibited in the JTR.

9. Authorized Ports. Designated ports to be used for loading and unloading POV's shipped per the provisions of the JTR and this chapter are identified in reference (b), Appendix K-3.

10. Designated VPC

a. POVs must be turned in to the nearest VPC serving the current PDS, a TEMINS location or any VPC located between the old PDS and the new PDS (in the direct line of travel) to the designated Aerial Port of Embarkation (APOE). Further, the POV must be shipped to the VPC serving the new PDS. Use of any other VPC at origin or destination may result in excess cost to the Marine.

b. The PPO is delegated as the approving official for authorizing the use of an alternate VPC. Reimbursement for storage and transportation costs

is limited to the costs of utilizing the authorized VPC near the old and the new PDS. Marines will be counseled on the potential for excess costs and this counseling will be acknowledged by the Marine in writing.

11. Time Limitation

a. Shipment to/from OCONUS/Non Foreign OCONUS upon Separation from Service or Relief from Active Duty. The entitlement to shipment of a POV will terminate on midnight of the 180th day following separation from the service or relief from active duty. In cases where turning the POV into the port prior to the entitlement termination date will cause a personal hardship to the Marine, a request for additional time may be submitted to the CMC (LPD-2) at least 30 days prior to expiration of the entitlement. Such requests will include, as a minimum, the following:

(1) Copy of applicable discharge/separation order. In the absence of orders, a copy of the NAVMC 11060.

(2) Reason(s) why the POV cannot be turned over for shipment.

(3) Anticipated date the POV will be ready for shipment.

b. Shipment upon Retirement. The time limit for shipment of a POV is within one year from the active duty termination date. Requests for extensions may be authorized when the conditions and circumstances as prescribed per JTR, par. 5318. Requests must be forwarded, with required documentation, to the CMC (LPD-2) at least 30 days prior to the expiration of the entitlement.

c. CONUS to CONUS POV shipments for separation and retirement are not authorized.

12. Casualty Situations

a. Shipment of two (2) POV's (including overland transportation) at government expense for those Marines who are officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status is authorized.

b. For POV storage entitlements, contact the CMC (LPD-2) for additional information/approval.

c. Requests for shipment of any additional POVs or other items requiring special handling/shipment will be submitted to CMC (LPD-2) for consideration.

13. Claims for Loss and Damage. When loss or damage of a POV occurs as a result of transportation arranged for by the Government, the Marine (or the heirs in the case of deceased personnel) may submit a claim for reimbursement. Marines will submit their claim directly to the Global POV Contractor for resolution. If required, PPOs will assist and engage SDDC and the CMC (LPD-2) for support. See reference (b), Appendix K-3 and Chapter 12, paragraph 3, of this Order for additional guidance.

14. Counseling Requirements. The PPO will counsel Marines regarding the following when shipment of a POV is authorized.

a. Shipment of a POV in excess of 20-measurement tons will result in excess costs. If the Marine elects not to ship due to the excess costs, storage will be at their own expense.

b. The PPO is responsible for ensuring Marines are properly counseled concerning entry requirements and restrictions for shipments of POVs/motorcycles/mopeds/low speed vehicles to OCONUS.

c. When a privately leased vehicle is shipped, the Marine will be advised that all requirements stated in the lease remain the sole responsibility of the Marine and the Global POV Contractor will require documentation stating approval from the leasing company prior to shipment.

d. Payment for Customs and import taxes and duties for active duty Marines are covered by the PCS Orders. Payment for Customs and import taxes and duties for separation/retirement shipments are the responsibility of the Marine. PPOs will document the counseling of separatees and retirees of this responsibility and the shipping documents will be annotated with RETIREMENT SHIPMENT or SEPARATION SHIPMENT.

e. Preparing POV's for shipment. Refer to reference (b), Appendix K-3.

15. Storage of POV'S. When the PPCIG authorizes shipment of a POV, it must be shipped at government expense or may be stored at the Marine's expense. Storage is authorized when the POV cannot be shipped per instructions in the PPCIG or the POV has been modified and is prohibited for importation.

a. When a POV cannot be shipped to an OCONUS location, per the PPCIG or other regulations, Marines are authorized to store one (1) POV. POV's must be turned in to the VPC nearest the old PDS when stored by the government except when a Marine chooses to self-procure POV storage, per paragraph 15.b, below. When the government is storing the POV, Marines are required to notify the VPC storing their POV when extensions/IPCOTs are granted to ensure the POV does not convert to the Marine's expense. Upon receipt of new PCS, separation or retirement orders Marines must also notify the VPC to ship the POV to the VPC nearest the new PDS, separation or retirement location. Transportation to other than authorized VPC may result in excess costs.

b. Marines may also self-procure storage at a commercial storage facility and seek reimbursement on a quarterly basis up to the cost the government would have paid per quarter to store the POV using the rates on file. Claims for reimbursement will be submitted to TVCB and PPOs will assist Marine's in the preparation of the claims.

c. Per JTR, par. 5378-A, storage of POV's is approved for Marines sent TDY for 30 or more days to a contingency operation or in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage. See Chapter 2, paragraph 4, subparagraph d of this Order for storage of POV's in conjunction with TDY/deployment for 90 or more days/ an indefinite period. Funding for POV storage is the responsibility of the parent command of the unit/individual Marine. Coordination between the parent command Comptroller(s) and the DMO is required to establish funds tracking and accountability per local procedures.

16. Alaska: Special Circumstance. The state of Alaska is a unique non-foreign overseas location that is a 'hybrid' of OCONUS and CONUS

entitlements/allowances with respect to travel and transportation for members and their dependents executing PCSOs between Alaska and CONUS. Members and their dependents are authorized to ship a primary Privately Owned Conveyance (POC) at government expense per JTR, par. 5340, as well as authorize the dependents to travel via a secondary POC, including via the Alaska Marine Highway System car ferry, and the dependents will rate car ferry fare reimbursement.

CHAPTER 9

MOBILE HOMES, BOATS AND RECREATIONAL VEHICLES

1. Mobile Homes

a. Basic Entitlements. Marines ordered on a PCS are entitled to mobile home allowances for transportation of a mobile dwelling which has been placed in roadworthy/fit condition at the expense of the Marine which meets all other eligibility conditions, per JTR, pars. 5396-5424. These entitlements are limited to transfers within CONUS, within Alaska, between CONUS and Alaska, or between the CONUS PDS and the POE or POD. The constructed government cost to transport the mobile home, any HHG removed from the mobile home and unaccompanied baggage/HHG to the new PDS for the member's use, cannot exceed the government's 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs.

b. Mobile Home Transportation

(1) Member married to member couples may combine their prescribed PCS HHG weight allowance to determine the maximum dollar amount the government may pay to move their mobile home. Additionally, when one spouse is a uniformed member and the other a government employee, each with their own PCS order, they may combine their PCS HHG weight allowance.

(2) Single members without dependents are authorized the same mobile home transportation allowances.

(3) When the dependents travel to/from a designated place that included the transportation of a mobile home, the member may also transport UB and HHG to/from the PDS. The government's liability to transport the mobile home, UB, and HHG cannot exceed the government's cost to transport the maximum authorized weight allowance in one lot between old/new PDS.

c. Personally Procured Mobile Home Transportation

(1) A member authorized mobile home transportation allowances may transport a mobile home at personal expense and be reimbursed for the costs and/or SIT costs associated with such a move. Reimbursement must not exceed the government's 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs.

(2) Refer to the current applicable paragraphs of the JTR for a list of allowable amounts, costs allowed, and costs not allowed.

(3) A self-propelled mobile home driven overland is reimbursed at the automobile mileage rate for the official distance between authorized points, or actual transportation cost not to exceed the government's obligation.

d. Government Procured Mobile Home Transportation

(1) A member may elect to have the government arrange for the transportation of the mobile home, as long as the member signs a written agreement to be financially responsible for all excess costs beyond the government's obligation as defined in paragraph 2 of this Chapter. The

member is not entitled to receive any other allowances for the transportation involved.

(2) Refer to the current applicable paragraphs of the JTR for a list of costs that are not allowed when executing a government procured mobile home move.

2. Boats

a. Basic Entitlement. In accordance with the definition of HHG in JTR Appendix A, all boats or personal watercraft (including canoes, kayaks, dinghies, rowboats, jet skis, and sculls) with or without an associated trailer are considered HHG for a member (limited to reasonable size for an employee). When a member declares a boat as their primary residence and transportation will occur over water, refer to JTR, par. 5408-G for additional information.

b. Boat Transportation. Boats 14 feet or less in length will be shipped with the HHG shipment or via PPM. When a member is executing a HHG movement to, from, or between OCONUS locations and the boat/trailer combination exceeds 14 feet in length, the boat/trailer combination will be shipped using the OTO program or via PPM. Boats or personal watercraft being transported by a TSP for an employee are limited to the size that will fit in a moving van (typically less than 18 feet in length, 6 feet 10 inches in width, and a height of 6 feet 5 inches).

c. Personally Procured Boat Transportation. A member may elect to move a boat or personal watercraft and the associated trailer via PPM. When doing so, all other shipment weights must be taken into consideration prior to settling the boat PPM with the TVCB. Reimbursement is not authorized for the movement of any items which do not meet the JTR definition of HHG.

3. Recreational Vehicles

a. Basic Entitlement. In accordance with the definition of HHG as defined in JTR Appendix A, recreational vehicles are not considered HHG. Recreational vehicles are not constructed nor designed to be a permanent residence; they are not moved in the same manner as a mobile home.

b. Personally Procured Move Using Recreational Vehicles. When a member executes a PPM utilizing a recreational vehicle as the mode to transport the HHG; empty and full weight tickets are required in order to pay the member an incentive. Only those items that can be safely removed from the recreational vehicle are authorized household goods.

CHAPTER 10

MARINE CORPS CIVILIAN EMPLOYEE ENTITLEMENTS AND ALLOWANCES

1. Joint Travel Regulations (JTR) Applicable to Civilian Marines. Marine Corps civilian employees are referred to as "Civilian Marines" throughout this Chapter.

a. There are significant differences between the entitlements and allowances for Civilian Marines and uniformed Marines. PPO personnel must become familiar with the JTR to ensure Civilian Marines receive all of the entitlements and allowances authorized based on the type of orders issued. This Chapter provides the more common Civilian Marine entitlements experienced by PPOs.

b. Administrative procedures will not be effected nor action taken which result in a cancellation or repeal of statutory responsibilities. JTR, par. 1000-C2 states that the JTR implements the basic statutory regulation issued by GSA (FTR), governing a civilian employee's travel and transportation at Gov't expense, has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC. JTR, pars. 1005-A2 and B state:

"The Federal Travel Regulations (FTR) creates the authority for payment of certain allowances and is implemented in DoD by the JTR. There may be circumstances when travel and transportation allowances are prohibited and are so stated. However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (i.e., the philosophy of "It doesn't say I can't therefore I can." does not apply to the JTR)."

2. Personnel Covered and Not Covered by the JTR. Per JTR, par. 1000, Civilian Marines, including new appointees to the Senior Executive Service (SES) and certain Presidential appointees, are generally covered for all travel and transportation allowances as are non DoD personnel performing travel and transportation funded by DoD. There are several exceptions, e.g., DoD personnel whose travel and transportation allowances are funded by a non DoD Agency. In those cases, DoD civilian employees are authorized to use that Department/Agency's travel and transportation policies with the exception that all travel must be performed in accordance with the Fly America Act.

3. Types of Orders Issued. Generally, Civilian Marines receive their orders for travel and transportation by the sponsoring Human Resources Office (HRO). Funded travel and transportation orders are usually issued to Civilian Marines executing TDY with a HHG weight allowance, new appointees, change to the PDS between CONUS/OCONUS, return to CONUS from OCONUS for separation, SES authorized last move home benefits and when authorized a Temporary Change of Station (TCS).

4. Weight Allowances. Weight allowances vary according to the type of order issued/category of employee. PPOs must ensure the orders match the respective weight allowances provided for the particular category of employee. When the orders are not matched or other discrepancies exist, contact the sponsoring HRO for clarification. Note that in no circumstances may the Government pay any expenses associated with excess weight.

5. TDY Unaccompanied Baggage (UB) Weight Allowance. Per JTR, par. 4580, TDY UB is authorized when stated in the funded orders and is limited to 350 pounds. Excess Baggage is not authorized under this paragraph.

6. Temporary Change of Station (TCS). Per JTR, pars. 5896-5906 assignments of not less than six (6) months nor more than 30 months may be authorized full personal property entitlements (18,000 pounds) including Non-temporary Storage (NTS), shipment of POV(s) and, when in support of contingency operations, storage of a POV may be authorized. Approving Official (AO) determines the entitlements based on need. PPO personnel must closely coordinate with the AO and HRO to ensure a full understanding of these orders is achieved and employees receive their authorized entitlements/allowances appropriately.

7. Permanent Change of Station (PCS). Entitlements and allowances include transportation of HHG (up to 18,000 pounds), NTS of all or part of the HHG, Unaccompanied Baggage shipment(s) and POV shipment or storage based on the orders.

8. Temporary Storage (Storage in Transit [SIT]). Authorized for all HHG shipments, however, for CONUS to CONUS moves, only 60 days is authorized and to/from OCONUS moves, 90 days is authorized. Extensions may only be granted by the sponsoring HRO, however, they may not exceed 150 days for CONUS to CONUS moves and 180 days to/from OCONUS moves. There are a few exceptions and PPOs must familiarize themselves with those exceptions and approval authorities.

9. Non-Temporary Storage (NTS)

a. Entitlements for NTS for Civilian Marines are located in JTR, pars. 5658-5664 which includes allowances for eligible personnel to NTS when assigned to duty at an isolated CONUS location.

b. For moves to/from OCONUS locations see the current applicable paragraph of the JTR, which provides the conditions in which NTS will be authorized. PPOs must also review the personnel NTS records to ensure continued NTS is authorized when conditions at the PDS have not changed or any conditions have developed where NTS is no longer authorized.

c. Civilian Marines must coordinate with the sponsoring HRO and provide new NTS orders to the PPO managing their NTS not later than 1 September to ensure the PPO uses the proper lines of accounting for the new fiscal year.

d. NTS of HHG for a DoD Dependents School (DoDDS) Employee and DoDDS Employee Extended Leave. PPOs must review all DoDDS NTS shipments annually, including contacting the DoDDS employee and conducting a physical inspection of the storage vaults. These actions by the PPO will ensure the DoDDS employee still desires to maintain the NTS shipment since some DoDDS employees maintain NTS shipments for many years. The sponsoring HRO may automatically generate new NTS authorization orders without discussing the orders with the DoDDS employee so the conversation with the DoDDS employee by the PPO becomes necessary to ensure the NTS shipment is still required by the employee. The physical inspection by a HHG Quality Assurance Inspector is required since storage vaults can become degraded over time and require replacement by the NTS contractor. PPOs must ensure the NTS Contractor does not replace the vault(s) without notifying the PPO to ensure the PPO has an opportunity to inspect the shipment for accountability, mold or other

contaminants. In these cases, the PPO will ensure the NTS Contractor takes the necessary action to mitigate any further damage to the NTS shipment.

10. Professional Books, Papers and Equipment (PBP&E). PBP&E is included in the PCS weight allowance. However, situations may occur that categorize the PBP&E as an administrative expense.

11. Administratively Limited HHG Weight. Usually limited to 4,500 pounds modified net weight. Review JTR, Appendix W for other weight limitation regulations and locations.

12. Consumable Goods. Consumable goods may be authorized for OCONUS locations in JTR, Appendix F. The total weight of HHG transported, placed in NTS, and consumable goods chargeable to travel and transportation appropriations must not exceed the maximum weight allowance authorized under the orders.

13. Privately Owned Vehicle (POV) Shipment or Storage. When authorized, Civilian Marines may ship or store one or more POV's. PPOs will ensure the applicable paragraphs of the JTR, pars. 5696-5700, are reviewed and applied properly based on the type of orders provided. This includes POV's shipped within CONUS (2 POV's) and to/from OCONUS (1 POV) locations.

a. Transportation to the nearest VPC serving the old and new PDS is authorized. An alternate VPC is authorized, but the government obligation will not exceed the cost of transportation to and from the authorized VPC's.

b. Reimbursement of Personally Procured POV transportation will cover expenses Not to Exceed (NTE) the cost of what the government would have paid.

c. Storage of (1) POV in conjunction with deployment in support of contingency operations is authorized when all of the conditions in the JTR are met. Reimbursement of POV storage for Civilian Marines is not authorized.

CHAPTER 11

THIRD PARTY PAYMENT SYSTEM (TPPS)

1. Responsibilities

a. Reference (b) Appendix A, paragraph B.2.h outlines the duties and responsibilities of a certifying officer. Certifying officers are individuals designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher or other transportation related documents. Additionally, 31 U.S.C 3528 states that all certifying officers are pecuniary liable for all payments they certify.

b. The entire transportation office staff is considered accountable officials and as such their role is to validate that every dollar spent is being used to accomplish the mission of the Service as intended by Congress. They are responsible for providing the certifying officer a document that supports a decision to certify a voucher for payment or to disburse funds.

2. TPPS Regulations

a. The Management Reform Memorandum (MRM) 15 of July 7, 1997 directs reengineering of Defense Transportation Documentation and Financial processes. The Deputy Secretary of Defense (Comptroller) directed the implementation of U.S. Bank's TPPS (formerly known as PowerTrack) to pay for transportation services. All DoD shipments relative to freight and personal property must be offered only to commercial transportation service providers who utilize TPPS as their billing and payment system. Users may access the TPPS as a web-based medium available at:
<https://network.syncada.com/USBank/LogIn.aspx>.

b. Additional guidance can be obtained from the CMC (LPD-3) or from reference (b), Part IV, Appendix A.

3. TPPS Accounts

a. The CMC (LPD) Second Destination Transportation Section (the CMC [LPD-3]) manages the TPPS program and establishes new TPPS accounts which are appropriately structured under command echelon and lower operating level control.

b. The CMC (LPD-3) maintains final authority for account creation and/or revocation actions to best manage the TPPS program throughout the Corps.

c. Marine Corps Logistics Command, Programs & Resources, Resource Management Division (RMD), TVCB provides TPPS systems administration, account setup, user setup and management of approving/certifying official accounts as well as required initial and annual training requirements.

d. The TVCB also provides account training, reports training, and assistance to TPPS users. They maintain the user database as supported by user access forms and act as the Marine Corps center points of contact for US Bank and DFAS-PMO liaison with regards to TPPS.

4. Transportation Service Provider (TSP) Payment

a. The Transportation Service Provider (TSP/Seller) payment process does not begin until two payment trigger events are completed. These events are Delivery and Payment Approval.

(1) Approval can be accomplished via manual or automatic means, depending on the account business rules.

(2) Normal automatic approval thresholds are set at \$25,000 and below. Therefore, if all Bill Of Lading (BOL)/Invoice items are matching then the invoice should auto-approve if under \$25,000.

b. Transportation Officers (TO/DMO) or their designated Certifying/Approving Officials (CO/AO) must ensure payment is approved only for the amount determined to be the Government's responsibility to pay.

(1) The amount U.S. Bank will pay a transportation service provider for a single transaction is the total amount billed upon approval by the AO.

(2) If the amount billed is determined to be inaccurate, the Buyer/AO must request a price adjustment by the Seller before payment approval. Preferred communication is via the notes system in TPPS; be aware notes are permanent and readily available to all users.

c. Held, Denied, or Cancelled transactions. These transactions may be resumed and/or approved after billing and transportation data is agreed upon by the Buyer and Seller. If an erroneous payment is discovered after approval, a Linked electronic bill (eBill) may be used to adjust (credit or debit) the appropriate Buyer account.

5. Unlinked eBill Regulation. Use of the Unlinked eBill practice is not authorized unless OSD (Transportation Policy) grants a waiver for its use. When the need exists to manually create a transaction in TPPS, a New Buyer/Seller (BOL/Invoice) Document(s) must be used.

6. Performance Summary Invoice (PSI) Certification

a. A CO is a DoD military member or civilian employee of the Department appointed in writing to certify a voucher for payment. COs must complete the mandatory Certifying Officer Legislation training within two weeks after being designated and before accepting appointment. The CO must provide the supervisor with a copy of the appropriate training completion certificates. A CO will be a government employee (civil service or active duty military official) who has knowledge of the subject matter, background or experience in the preparation of a voucher for payment, knowledge of appropriations, TACs, other funds and accounting classifications, and knowledge of the payment processes relative to all types of Personal Property Shipments.

(1) All COs will be appointed by the issuance of a letter of appointment and the completion of a DD 577, Appointment/Termination Record. The CO's TPPS account number and user name should be included in block 14 of the DD-577, specifically requesting electronic invoice certification capability.

(a) By regulation, COs hold pecuniary responsibility of their assigned accounts per their assignment with the DD-577. Therefore, PSI

certification is knowingly valid for each certified line as far as TAC or LOA appropriateness according to supporting entitlement documents.

(b) Supporting documents for each approved financial transaction are to be held for 6 years and 3 months in accordance with U. S. Government Accountability Office's (GAO)'s General Records Schedule 6 which states that original records of certifying/accountable officers should be held for audit by the Government Accountability Office (GAO) and calls for these records to be destroyed 6 years and 3 months after the period covered by the accounts.

(2) Original documentation must be provided to the TVCB and a copy kept on file at the DMO.

(3) The DD 577 is available at:
<http://www.dtic.mil/whs/directives/forms/eforms/dd0577.pdf>

(4) All Marine Corps TPPS accounts are required to have two COs (minimum). This prevents invoice submission delays due to administrative and voluntary leave/absences and reduces the overall cost of business for the Marine Corps.

(a) Only installation TO/DMO (normally, the DMO) or their appointed representatives (TA for TO) will be granted full access to the TPPS.

(b) For Command Comptroller personnel who require access, expense distribution monitoring and data analysis tools are discussed later in this chapter.

(c) Those TPPS accounts that do not have two COs available will contact HQ Marine Corps for further direction.

b. COs are encouraged to monitor the Open Summary Invoice Preview for Transportation Account Code (TAC) and Line of Accounting (LOA) errors throughout the month.

(1) When the monthly cycle closes (on or within two business days of the 15th (25th for Non-Temporary Storage accounts) of every month), the invoice becomes available for certification.

(a) Within five calendar days of invoice availability, COs are required to electronically certify the Performance Summary Invoice (PSI), which in turn makes it available to DFAS for payment (reimbursement) to US Bank.

(b) Upon receipt, DFAS has approximately 10 Days to process all amounts due to U.S. Bank.

(2) Prompt Payment Act Interest accrual begins 15 calendar days after the PSI date of availability.

(3) Monitoring transactions and resolving issues as they occur during the month vice waiting to correct all errors during the certification period will allow for faster certification and delivery to DFAS for payment processing.

(4) COs will retain a copy of the certified PSI for DMO records and audit purposes, no less than 6 years and 3 months.

c. All Marine Corps TACs/LOAs are automated, and thus should appear in the electronic invoice. No Marine Corps appropriation should appear on the manual invoice. If a Marine Corps TAC/LOA appears on the manual invoice, the CO will edit the transaction(s), changing the TAC and/or LOA to allow for electronic processing before certification.

d. No transaction should appear with only the default LOA (XXXXXXXXXXXXXXXXXXXX). At minimum, a TAC is required by DFAS to process payment. If the default LOA is charged without a TAC, the CO will edit the transaction(s) by adding a TAC and/or LOA to provide sufficient appropriation data to DFAS, whether the manual or electronic invoice. Instructions for editing appropriation data in TPPS are available by contacting the TVCB. If a CO deems the need to certify their PSI with a manual line, exception should be sought from the CMC (LPD-3).

7. DFAS Payment Center

a. The CO must review the Account Activity noted in the upper portion of each TPPS Open Summary Invoice Previews for past due amounts.

(1) Any discrepancies in amount owed and amount paid must be brought to the attention of DFAS - Columbus via the TVCB.

(2) DFAS will monitor all payments (missed, late, duplicate, over/under, etc.) made against PSIs and will coordinate with U.S. Bank to resolve discrepancies as necessary.

(a) Past due amounts equate to late payments to U.S. Bank, interest charges, and rolling balances. These issues must be resolved between DFAS and U.S. Bank.

(b) The CO will accomplish a prepayment review as required by DoD 7000.14-R, DoD Financial Management Regulation, Volume 5, Chapter 33.

b. DFAS - Columbus is the designated Marine Corps payment center. All manual TPPS PSI Certifications and supporting documents should be faxed to 866-217-6523. Any questions regarding PSI processing or payment should be directed to DFAS - Columbus and the CMC (LPD-3).

8. TPPS (COGNOS) Reporting

a. Funds managers and Comptrollers are encouraged to monitor transactions paid with local monies. The Business Intelligence Module is available in TPPS for this use.

b. User guides and instructions for COGNOS are available via the TPPS website, the CMC (LPD-3) or the TVCB.

CHAPTER 12

CLAIMS PROCEDURES

1. General Information

a. Applicable Regulations. The applicable regulations and directives which apply to claim procedures for the loss and/or damage of personal property incident to transportation and/or storage of HHG and Privately Owned Vehicles (POV) are:

(1) Enclosure (5) of JAGINST 5890.1

(2) Defense Transportation Regulation, Part IV, Personal Property (DTR 4500.9-R), Chapter 410, Specialized Procedures

b. Establishment of a Primary Claims Point of Contact (POC). A Primary Claims POC shall be established within each Marine Corps PPO. The Primary Claims POC will assist Marines and other service component personnel in submitting claims for loss and/or damage of HHG and/or POVs against the TSP/NTS or DPM Contractor and/or the Government. Under the DP3 Business Rules promulgated in DTR Part IV, Personal Property, (reference [b]), claims settlement procedures require Marines to settle their claim directly with the TSP/NTS or DPM Contractor for FRV. Since most claims are settled between the individual Marine and the TSP/NTS or DPM Contractor with little to no involvement by the PPO, a Primary Claims POC may comprise one (1) or more Full Time Equivalent Employee(s) for larger PPOs or as an additional duty for one (1) or more Full Time Equivalent Employee(s) at medium to smaller PPOs. Duties as Primary Claims POC must be included in the Position Description of the Primary Claims POC and all Alternate Claims POCs. However, all PPO personnel should be familiar with the claims filing process within DPS, basic filing, offer and payment deadlines and the procedures to be used when a Marine chooses to forward all or part of the claim to the Marine Corps Military Claims Office (MCO). Most claims for settlement with the TSP will be filed using DPS except for claims for certain NTS shipments and local deliveries, DPM shipments and local moves. These claims will be filed directly with the Contractor outside of DPS until such time as DPS has matured to include these shipment methods. For claims filed outside of DPS, personnel will be instructed on how to file a claim with the Contractor as part of the delivery process. PPOs will provide assistance to Marines, other service members and civilian employees requiring claims filing assistance and are encouraged to hold regularly scheduled group counseling sessions on claims filing procedures.

c. Loss and/or Damage Documentation. The DD 1840, "Joint Statement of Loss or Damage At Delivery" and DD 1840R, "Notice of Loss or Damage" forms are the source documents for recording loss or damage upon delivery of a partial or full shipment of personal property. Generally, DDs 1840 and 1840-R are used for shipments that are performed outside of DPS, such as a local move, local release of NTS or a DPM shipment. Annotation of loss or damage on other forms provided by the TSP/Contractor, such as Bingo Cards, will not be used for documenting claims and will not be accepted by the Marine Corps MCO as source documents. Since DPS is continuously being updated, the processes used to accomplish notification are subject to change.

d. DD 1840/DD 1840R Description. The DD 1840/1840R is a two-sided pink form. The front side of the form is the DD 1840. The reverse side of the

form is the DD 1840R. Three copies of the DD 1840 are provided by the TSP/Contractor at time of delivery.

e. Loss and Damage Noted at Time of Delivery. On the date of delivery, the driver and the Marine are required to identify all loss and damage noted at time of delivery on the front side of the DD 1840. If more than one sheet is required, mark block 14a of the DD 1840 and use additional DD 1840's or continuation sheets until all damage noted at time of delivery is annotated. Loss or damage noted at time of delivery is not to be recorded on the DD 1840R. The claimant and the driver are required to sign all copies of the DD 1840 form at time of delivery. The TSP/Contractor will obtain a receipt of the Marine's signature in the space provided on the form and provide three copies of the DD 1840 form to the Marine. For split shipments or partial deliveries, a separate DD 1840 will be completed for each delivery of property to the Marine.

f. Loss and Damage Noted After Delivery. ***The Marine is responsible for reporting to the TSP/Contractor any additional loss or damage discovered after delivery and unpacking using the DD 1840R form. The Marine must provide this notice to the TSP/Contractor*** via DPS using the claims module through www.move.mil when the move is processed in DPS, or to the Contractor by mail (via certified return receipt, fax or electronic traceable means) when the move is not processed in DPS ***within 75 days from the date of delivery.*** Notice is not required if a completed claim is filed with the TSP within 75 days of delivery. If the notice goes beyond 75 days, it is presumed not to have occurred while the goods were in the possession of the TSP unless there is good cause for the delay, as determined by the Marine Corps MCO. Good cause may include, but is not limited to, officially recognized absence or hospitalization of the Marine during all or a portion of the period of 75 calendar days from the date of delivery. In case of recognized official absence, the Marine Corps MCO will provide the TSP with the proof of the officially recognized absence and the additional days granted shall not exceed the period of official absence.

2. Claims Filing and Settlement

a. Claims Filing Procedures and the Statute of Limitations

(1) ***Marines*** whose property is lost or damaged in transit or in storage and wish to file a claim against the TSP/Contractor ***must properly file their completed claim in DPS, or by mail or electronic means for claims against Contractors, within nine (9) months of the date of delivery.*** The TSP/Contractor will then be liable for the full, undepreciated replacement value (FRV) on all lost or destroyed items. If the claim is not filed within nine (9) months from the date of delivery, the TSP/Contractor is liable only for a depreciated amount. The Statute of Limitations states that the maximum amount of time Marines may file a claim against the TSP/Contractor is two (2) years from the date of delivery. After that date, the TSP/Contractor is not liable for any loss or damage.

(2) Once a claim has been properly filed in DPS or submitted by mail or electronic means, the TSP/Contractor has thirty (30) calendar days to make contact with the Marine and sixty (60) calendar days to settle the claim. After thirty (30) calendar days if no contact is made, the claim is denied, or item(s) are not agreed upon, the Marine can transfer the claim to the Marine Corps MCO. However, Marines may transfer a claim at any time during the claims filing process and still be eligible for FRV, upon:

(a) Notice that the TSP/Contractor has made a final offer on the claim or denied it in full.

(b) Notification by SDDC that the TSP/Contractor is in bankruptcy.

(c) Notification that the TSP/Contractor's DoD approval has been revoked, or contract terminated.

(d) TSP/Contractor failure to comply with the catastrophic loss provisions as verified by the Marine Corps MCO.

(e) TSP/Contractor failure to comply with essential items provisions as verified by the Marine Corps MCO.

b. Transfer to the Marine Corps Military Claims Office (MCO). At any point in the claims process, the Marine may choose to file the entire claim with the MCO or file a part of the claim for those item(s) that the Marine believes were not adjudicated fairly by the TSP/Contractor, or for any other reason. However, the Marine Corps MCO is authorized to settle the claim at a depreciated value, with the exception of the conditions provided in Chapter 12, paragraph 2, subparagraph a(1), above. Marines must click on the "TRANSFER TO MCO" radio button in DPS to transfer all or part of the claim to the Marine Corps MCO for shipments processed in DPS. For shipments processed outside of DPS, Marines must contact the Marine Corps MCO at (703) 784-9533 or email to hqmc.claims@usmc.mil. In either case, Marines must contact the Marine Corps MCO to receive further instructions on how to finish the claims transfer process.

c. Carrier Settlement. If Marines' property is lost or damaged during the move, they may file a claim against the TSP/Contractor. Marines will have the option of quick-claim settlement (under \$500) or filing their FRV claim against the TSP in DPS or by mail, or electronic traceable means for Contractor claims. Marines are authorized to submit claims based on FRV. The TSP/Contractor has the right to repair items to pre-shipment condition. If the TSP/Contractor elects to repair damaged items, the TSP is responsible for obtaining all repair estimates. The TSP/Contractor may offer quick claim settlement for minor loss or damage (less than \$500) within five (5) calendar days of delivery. Quick claim settlements are at the discretion of the TSP/Contractor and are not reported in DPS for TSP claims or by mail or electronic traceable means for Contractor claims unless the customer files an additional claim. In all other cases, the TSP/Contractor must settle the claim within sixty (60) calendar days of submission of a completed claim in DPS for TSPs and by mail or electronic traceable means for Contractors. If the TSP/Contractor and the Marine agree on the settlement claim, the TSP/Contractor must make payment within (30) calendar days. Failure to do so will result in quality assurance actions against the TSP/Contractor. At any point in the claims settlement process, Marines may contact their Personal Property Office Claims Section for assistance or the Marine Corps MCO.

d. Partial Deliveries. There are two types of partial deliveries that can be received:

(1) An "overflow" shipment is a partial shipment, also called a split shipment, which generally occurs when there is not enough room in the moving van for all of the personal property and the remainder of the property is

picked up from the residence/storage unit and left at the local agent's warehouse for pickup by another means. A separate DD 1840 is prepared and presented to Marines for each partial delivery. Each partial delivery will then be treated as a separate shipment for the purposes of filing for **damages** and the **75 day notification clock starts the day after each partial delivery is received**. For **loss**, however, Marines must **wait until the TSP/Contractor has delivered the final part of the shipment and declares that there are no more items to be delivered**. At that point, the **75 day notification clock starts** for filing a loss claim for items that were not delivered. Marines should inform the TSP/Contractor when an essential item(s) is missing upon receipt of the first partial delivery. The TSP/Contractor may provide an essentials item payment/arrange for a loaner for only the missing essential item(s).

(2) A partial delivery from SIT is generally executed when Marines ask for specific inventory item numbers to be delivered. **Like an overflow/split shipment**, a separate DD 1840 is prepared and presented to Marines for each partial delivery. Each partial delivery will then be treated as a separate shipment for the purposes of filing for damages and the 75 day notification clock starts the day after each partial delivery is received. For loss, however, Marines must wait until the TSP/Contractor has delivered the final part of the shipment and declares that there are no more items to be delivered. At that point, the 75 day notification clock starts for filing a loss claim for items that were not delivered. Marines should inform the TSP/Contractor when an essential item(s) is missing upon receipt of the first partial delivery. The TSP/Contractor may provide an essentials item payment/arrange for a loaner for only the missing essential item(s).

e. Inconvenience Claims. It is the TSP's/Contractor's responsibility to pick-up and deliver personal property shipments on the agreed dates. Failure to do so can cause serious inconvenience to the DoD member/employee and family, and can result in the expenditure of funds by the member/employee for lodging, food, rental/purchase of household necessities, and directly related miscellaneous expenses. An inconvenience claim may be filed manually with the TSP via mail or electronic traceable means to the Contractor for out-of-pocket expenses caused by the TSP's failure to act on the agreed dates at origin or destination. When circumstances warrant, the Personal Property Office will provide the Marine the necessary information to file an inconvenience claim. The TSP/Contractor must acknowledge receipt of the inconvenience claim within seven (7) calendar days of receipt and settle reasonable out of pocket expenses within thirty (30) calendar days of receipt. Certain conditions apply that relieve the TSP/Contractor from the settlement of inconvenience claims, such as natural disasters, acts of the enemy, acts of the Government, acts of the public authority, violent strikes, mob interference, or delays of Code 5, Code J, or Code T shipments that were caused by the Government. Maximum liability for lodging will not exceed the per diem lodging rate, based on the number of people in the Marine's family (e.g., the Marine and spouse would be expected to share one room in a hotel; additional family members, depending on age and sex, may require additional rooms). The maximum liability for meals and incidental expenses will not exceed the Meals and Incidental Expenses rate for the Marine and each family member. The Marine will document the claim fully with an itemized list of charges and accompanying receipts for charges incurred. If the TSP/Contractor does not settle an inconvenience claim, the PPO can submit to SDDC on behalf of the Marine. Additional requirements are located in Appendix B of reference (b).

f. Real Property Damage. The Government is not responsible for damage to a Marine's residence in conjunction with the movement of their Personal Property. When a Personal Property Office becomes aware of such damage, the Marine will be counseled to note the real property damage on the TSP/Contractor documentation provided at origin or during delivery. In addition, documentation should be signed by both the Marine and the TSP/Contractor representative. The Marine will be counseled to seek recovery/restitution directly from the responsible TSP/Contractor. For more information for actions that may be taken against the TSP/Contractor, the PPO will refer the Marine to the servicing installation legal office.

g. Emergency Payments for Catastrophic Loss. The TSP/Contractor is responsible for identifying and making partial, advance payments to owners who have suffered a catastrophic loss. These payments are designed to relieve the Marine's hardship associated with the loss of all or a majority of their HHG or UB. The payments are an advance and should not exceed the Marine's expected total liability. The Marine will still be required to file a claim for their loss. Any advance payment made will be deducted from the Marine's eventual award. Such payments are subject to the same maximum liability and rules as all payments.

(1) Catastrophic loss occurs when over 60% of the inventory line items in a given shipment are lost, damaged or destroyed. However, TSPs/Contractors are free to declare any loss as catastrophic and make a partial payment. If the TSP/Contractor cannot contact the Marine within 48 hours, they will make payment or come to an agreement on payment within 48 hours of making contact. Catastrophic losses and payments must be recorded with the destination transportation office, Contracting Office and Marine Corps MCO. The declaration of a loss as catastrophic and the making of a partial payment is not an admission of liability regarding any particular piece of property.

(2) TSPs/Contractors are expected to make advance payments as soon as possible after a catastrophic loss occurs. Payments must be made within 48 hours of discovery or being notified of a catastrophic loss, unless the Marine and TSP/Contractor otherwise come to an agreement. TSPs/Contractors are free to make an advance payment in any amount they believe will not exceed their total expected liability to the owner. However, the TSP/Contractor is required to pay no less than 5% of their total maximum liability for the shipment.

(3) In the event that a TSP/Contractor identifies or is informed of a catastrophic loss for which it believes it is not liable, the TSP/Contractor shall inform the Marine Corps MCO within 24 hours. In such cases, the Marine Corps MCO shall handle the advance payment and claim. If it is later determined that the TSP/Contractor was, in fact, liable for the loss, the Marine Corps MCO will assert a recovery claim against the TSP/Contractor. The TSP/Contractor shall be liable as if the owner had filed a claim with the TSP/Contractor within nine months of their loss.

3. POV, Boat, Mobile Home, and PPM (Voluntary) Claims

a. Privately-Owned Vehicle (POV) Claims. Damage to POV's is listed on the Vehicle Inspection and Shipment Form when the vehicle is picked up at the port. Obvious external damage that is not listed is not payable. Damage the claimant could reasonably be expected not to notice during pick up at the port should be considered if the claimant reports the damage to claims

personnel of the Global Privately Owned Vehicle Contractor within a few days after arriving at the installation. The maximum payment, including property in the vehicle is provided in the actual Contract. The Marine still has the option of forwarding some or the entire claim to the Marine Corps MCO. Claims filing deadlines and Contractor responsiveness and settlement requirements are dependent upon the Contract. Contact the CMC (LPD-2) or the Marine Corps MCO for additional guidance.

b. Boat Claims. Damage to boats must be listed on the DD 1840/1840R or entered in DPS. The TSP may replace the item with a comparable used item or pay fair market value replacement cost but the Government maximum liability is \$15,000 when damage occurred during shipment.

c. Mobile Home Claims. Claims for damage to mobile homes and contents in shipment are payable unless the damage was caused by structural or mechanical defects. The claimant must submit the following documentation to support a claim for damage to a mobile home during shipment.

(1) DD 1800. This document shows the condition of the home at origin prior to shipment and damages noted at delivery. Damages may also be listed on the DD 1840/DD 1840R.

(2) DD 1863, Accessorial Services - Mobile Home.

(3) DDs 1840/1840R.

(4) DD 1412, Inventory of Items Shipped in House Trailer.

(5) DD 1841, Government Inspection at Destination.

(6) Driver's Statement. The mobile home carrier should be requested to provide a statement, within 14 days after delivery, explaining the circumstances surrounding the damage as well as detailed travel particulars. If the mobile home carrier does not respond, the file should be so annotated.

(7) Marine's Statement. At a minimum the Marine will provide a statement concerning the age of the mobile home, the date and place purchased, any prior damage or repairs, all prior moves, and prior claims.

(8) Estimate of Repair. The estimate of repair should be obtained from repair companies rather than from companies which sell mobile homes.

(9) Engineer's Statement. The claimant should obtain a statement from a qualified engineer or vehicle maintenance professional with expertise in mobile homes explaining the cause of damage when the possibility of a latent defect exists.

d. Personally Procured Move (PPM) Claims (Voluntary). In certain circumstances, loss or damage to property shipped using the PPM program is compensable. The Marine is required to substantiate that the loss or damage occurred while in shipment and beyond the Marine's control.

(1) Improper packing is considered within the Marine's control.

(2) Damage is presumed to be the result of improper packing unless evidence is presented to show the damage was caused by something beyond the Marine's control. An example of damage which was beyond the Marine's control

is a truck being rear-ended by a drunk driver. In most cases, law enforcement is involved and copies of official reports will be required to complete a claim of this type.

4. Reimbursement for Shipments Made at Personal Expense
(Directed/Involuntary)

a. PPM Claims (Involuntary). The provisions of this section do not apply to shipments made under the PPM (Voluntary) program. Instructions concerning claims under the PPM (Voluntary) program are contained in Chapter 12, paragraph 3, subparagraph d of this Order, above.

b. Basis for Reimbursement. When a Marine is directed by a Letter of Non-Availability approved by the CMC (LPD-2) to arrange for the movement of personal property, actual cost is authorized exclusive of special routing and services. In the event damage or loss, as described in Chapter 12, paragraph 3, subparagraph d of this Order, above, occurs, the Marine will contact the Marine Corps MCO for a claims package. The nearest Personal Property Office will provide any and all assistance in completing the claim prior to forwarding to the Marine Corps MCO. The Marine Corps MCO will consider that the total cost of the claim may exceed the maximum government constructed cost and to adjudicate accordingly.

CHAPTER 13

TRANSPORTATION VOUCHER CERTIFICATION BRANCH

1. General information. The TVCB is located at Marine Corps Logistics Command, Marine Corps Logistics Base, Albany, Georgia.
2. Mission. TVCB's mission statement includes the certification of payments for DoD billings for the world-wide movement of Marine Corps personnel and things, including freight, HHG, personal effects, UB, mobile homes, boats, and POVs, including the associated/accessorial charges applicable to Marine Corps appropriations. The TVCB consists of four separate areas; Personal Property Claims and Entitlements, Freight, Passenger Travel, and Third Party Payments. TVCB is the sole organization within the DoD authorized to perform identification, validation, calculation and notification pre-collection operations to recover debt associated with the shipment/storage of personal property by uniformed Marines. Designated Marine Corps Finance Office(s) will perform collections from active duty Marines, while the Defense Finance and Accounting Service will perform notification and collections for separatees, retirees, persons eligible to receive the effects, etc. Note: TVCB does not perform excess cost processes for Civilian Marines. Generally, excess costs are paid to the activity funding the orders. TVCB may assist in the calculations, however.
3. Roles and Responsibilities
 - a. The TVCB certifies for payment certain public vouchers and contractual invoices for the movement of HHG, personal effects, unaccompanied baggage, mobile homes, boats, and POVs received from commercial carriers and government contractors.
 - b. Maintains an electronic audit trail on vouchers, invoices, and billings certified for payment from Marine Corps transportation funds.
 - c. Prepares transportation statistical information to validate effectiveness of this Order.
 - d. Provides quality control relative to expenditure of Marine Corps funds for movement of Marine Corps personnel, personal property, and freight.
 - e. Initiates collection action against Marines for excess costs incurred when HHG entitlements and/or allowances are exceeded.
 - f. Processes PPM claims under the authority of reference (1), Volume 9, Chapter 6, Permanent Duty Travel and the calculation and notification of excess costs under the authority of reference (1), Volume 5, Chapter 28, Management and Collection of Individual Debt. Local PPM Claims for moves associated with installation commander funds are the responsibility of the installation DMO, the installation Comptroller and the servicing Disbursing Officer (DO).
4. Prompt Payment. In accordance with 31 U.S.C. Chapter 39; Prompt Payment, complete billings (including PPM Claims) received by TVCB personnel must be paid/settled within 30 calendar days upon receipt per the provisions of the Prompt Payment Act. In the event the billing is incomplete (missing documents, illegible weight tickets, etc.) the 30 day clock will stop, be reset to zero and start again once the billing package is complete.

5. Applicable Regulations. In accordance with references (a), (b), (h), (i) and (l), TVCB follows guidelines set forth by the JTR, Federal Travel Regulation (FTR), Department of Defense Financial Management Regulation (DoD FMR), Defense Travel Regulation (DTR), Navy Comptroller Manual, Code of Federal Regulations and this Marine Corps Order.

6. Excess Costs. The Financial Management Regulation, Volume 5, Chapter 28, paragraph 280203 of reference (l), requires Debt Collection Offices (DCO) take "prompt and aggressive action to recover and collect debts owed to the DoD and to the United States and must pursue follow-up actions, as necessary, to ensure debts owed to DoD and the United States are collected." The TVCB is not a DCO; however, the TVCB performs those functions necessary to allow the designated Marine Corps Finance Office(s) and the Defense Finance and Accounting Service to collect excess costs for the shipment/storage of personal property. The TVCB Supervisor/Officer in Charge will perform the necessary research using all available automated systems, Direct Procurement Method contracts, Air Mobility Command billings and other sources to determine excess costs for all shipments of personal property including HHG, UB, mobile homes, boats, and POVs. When notified by a PPO or other government entity/organization that a Marine has entered into an excess cost condition, the TVCB technician will perform the necessary research to complete the identification, validation, calculation and notification pre-collection actions when warranted. TVCB will typically conduct excess cost reviews one year from the completion date of the move or sooner based on notification from PPO/HQMC or based on internal review. JTR, par. 5206 describes the basic conditions that will create excess costs for Marines.

a. Generally, excess costs may result from one or more of the following conditions:

(1) Weight of all shipments, including storage, of personal property exceeds the maximum authorized weight allowance for the Marine as provided in JTR, par. 5200-B or as approved by JTR, par. 5200-A.

(2) Shipments to/from other than authorized locations that, when combined, exceed the Maximum Government Obligation for cost.

(3) Accessorial charges such as a missed pickup, missed delivery, or other charges caused directly by the actions/inactions of the Marine.

(4) Special services requested by the Marine, such as extra packing and/or crating of selected items not normally provided special services by the Government, exclusive use of a commercial moving van/conveyance or other special service not otherwise described.

(5) Transportation of shipments in more than one lot except as described in JTR, par. 5206-B2d.

(6) Transportation of unauthorized items.

(7) Weight additive articles added to the calculated weight of the shipment.

(8) Weight in excess of the overall authorized administrative weight limitation and by Code of Service.

(9) Erroneous advice, or lack of advice, by/from a Government agent does not create an entitlement to reimbursement of, or shipment of, HHG in excess of the weight allowed by statute.

b. The TVCB technicians do not perform actual excess cost validation processes for DoD Civilian Employees (Civilian Marines). Those costs are usually collected by the order writing activity, activity funding the orders, or other Human Resource officials.

c. The designated Marine Corps Finance Office(s) may use the methods provided in reference (1), Volume 5, Chapter 28, including administrative offset. When collections are made using administrative offset "all debts, including those previously ineligible for collection prior to the removal of the time limit, may now be collected by administrative offset, without any time limitation. Debts more than 10 years delinquent, as of December 31, 2009, that were previously ineligible for collection may now be collected by administrative offset provided additional notice and due process requirements are met."

d. The TVCB must issue an initial demand letter to in-service debtors (active duty Marines) within five GBD following confirmation of the debt. Demand letters must contain:

(1) The reason for the indebtedness (e.g., modified net weight exceeds maximum authorized weight allowance, shipments to/from other than authorized locations exceeding the MGO, etc.), the authority of establishing the debt (e.g., 31 U.S.C. 3716), and the rights that the Marine may have in order to seek review of the indebtedness.

(2) The applicable standards (e.g., 31 C.F.R. 901.9) upon which any interest, penalties, or administrative charges are based.

(3) The date by which payment must be made in order for the Marine to avoid late charges and enforced collection (that date generally will not be more than 30 days from the date the demand letter is mailed).

(4) The name, address, and telephone number of a point of contact or office the Marine may speak with or write to regarding the demand for payment of the debt.

(5) DD 139 Pay Adjustment Authorization will be issued as part of the supporting documentation requirements for salary offset collections.

(6) The TVCB may bundle debt packages under a single cover letter for out-of-service debtors such as separatees, retirees, persons eligible to receive the effects, etc. and send to the designated Defense Finance and Accounting Service Office to provide notification and collection actions.

7. Waivers of Indebtedness/Remission of Debt/Board for Correction of Naval Records. Upon TVCB notification that an active duty Marine has submitted a Waiver of Indebtedness, Remission of Debt or Board for Correction of Naval Records, the demand letter 30 day clock will stop until the application(s) has been processed and a ruling by the applicable authority is received. Reference (1), Volume 5, Chapter 28, paragraph 2816 may be consulted regarding Waivers of Indebtedness and Remission of Debt.

8. Points of Contact

a. Marines inquiring on excess costs after receiving a Demand Letter with a DD 139, Pay Adjustment Authorization (PAA), may contact the following telephone numbers.

COML: 229-639-6575
DSN: 567-6575

b. Marines inquiring on the status of PPM claims may contact the above telephone number after 30 days have passed from the date the claim was submitted to the TVCB PPM section by mail, other commercial small package carrier, or via the Marine Corps installation PPO.

(1) Latest updates for the PPM claims website:
<http://www.logcom.marines.mil/Capabilities/DITYMoves.aspx>

(2) Email address for submitting original and missing claim information: Logcom.tvcbclaims@usmc.mil

c. Duty Hours. Duty hours are Monday-Friday from 0800 - 1600, Eastern Standard/Daylight Savings Time.

APPENDIX A

LIST OF FAMILIAR ACRONYMS AND ABBREVIATIONS

AWOL	Absent Without Leave
AWL	Administrative Weight Limitation
BAH	Base Allowance for Housing
BOTO	Boat One-time Only
CO	Certifying Officer
CMC	Commandant of the Marine Corps
CONUS	Continental United States
CPPSO	Consolidated Personal Property Shipping Office
DMO	Distribution Management Officer
DoD	Department of Defense
DoS	Department of State
DPM	Direct Procurement Method
DP3	Defense Personal Property Program
DPS	Defense Personal Property System
DTR	Defense Transportation Regulation
EAS	End of Active Service
GBL	Government Bill of Lading
GCC	Government Constructed Cost
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
ISSA	InterService Support Agreement
JPPSO	Joint Personal Property Shipping Office
JTR	Joint Travel Regulations
LOA	Line of Accounting
MCO	Military Claims Office
MOA	Memorandum of Agreement

MOTO	Mobile Home One-Time Only
MOU	Memorandum of Understanding
MPMC	Military Personnel, Marine Corps
NTS	Non-temporary Storage
OCONUS	Outside Continental United States
OTO	One-Time Only
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PCSO	Permanent Change of Station Orders
PDS	Permanent Duty Station
PEBC	Personal Effects and Baggage Center
PLEAD	Place Last Entered Active Duty
POC	Point of Contact or Privately-Owned Conveyance
POV	Privately-Owned Vehicle
PPCIG	Personal Property Consignment Instruction Guide
PPO	Personal Property Office
PPPO	Personal Property Processing Office
PPSO	Personal Property Shipping Office
QA	Quality Assurance
QC	Quality Control
RELAD	Release from Active Duty
RDD	Required Delivery Date
SDDC	Military Surface Deployment and Distribution Command
SIT	Storage in Transit
TAC	Transportation Account Code
TAD	Temporary Additional Duty
TDY	Temporary Duty
TSP	Transportation Service Provider
TO	Transportation Officer

TOPS	Transportation Operational Personal Property Standard System
TPPS	Third Party Payment System
TVCB	Transportation Voucher Certification Branch
UB	Unaccompanied Baggage
VPC	Vehicle Processing Center

Appendix B

DEFINITIONS OF TERMS

Accessorial Charge. Any rate or charge stated in a tariff, tender, or solicitation for accessorial services that is in addition to a line-haul rate.

Accessorial Service. A service performed by a carrier in addition to the line-haul.

Acquired Dependent. A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty. The term does not include persons dependent on the member, or children born of a marriage that existed, before the beginning of a current tour.

Active Duty. Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, and full-time National Guard duty. (NOTE: A member is on active duty while in a travel status or while on authorized leave.)

Actual Delivery Date. The date the carrier/agent actually delivers the property.

Aerial Port. An airfield that has been designated for the sustained air movement of personnel and materiel as well as an authorized port of entrance into or departure from the country where located.

Aerial Port of Debarkation (APOD). A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located.

Aerial Port of Embarkation (APOE). A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located.

Agency. Includes:

- a. An Executive agency, as defined in 5 U.S.C. §101, Executive Departments.
- b. A military department.
- c. An office, agency or other establishment in the legislative branch.
- d. The Government of the District of Columbia.

Agent/Carrier. A business firm, corporation, or individual acting for or in behalf of a carrier. A bona fide agent of a personal property carrier, as distinguished from a broker, is a person who, or a business enterprise which, represents and acts for a motor carrier or freight forwarder and performs its duties under the direction of the carrier pursuant to a pre-existing agreement with the carrier, providing for a continuing relationship between them.

a. **Booking Agent.** An agent designated by a carrier as the single point of contact to act in its behalf.

b. **General Agent.** A general agent is a business entity employed as a carrier's representative in a country or specified geographic area. A

general agent cannot act as a local agent unless so designated. The carrier, not the general agent, is responsible for all payments, rate filings and control of shipments.

Airlift Clearance Authority (ACA). A Service activity which controls the movement of cargo (including personal property) into the airlift system under the provisions of DoD 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement.

Air Mobility Command (AMC). The Air Force component command of the US Transportation Command.

Air Terminal. A facility on an airfield that functions as an air transportation hub and accommodates the loading and unloading of airlift aircraft and in transit processing of traffic. The airfield may or may not be designated an aerial port.

Alternate Privately Owned Vehicle (POV) Port. A port selected by the member/employee and authorized by the Service concerned for movement of a privately owned vehicle in lieu of the authorized port, for personal convenience.

Area of Responsibility (AOR). A specifically defined geographic area where one military installation has been designated the responsibility for acquisition of transportation, storage, and related personal property movement services.

Attempted Pickup/Delivery. The use of labor and/or vehicles to perform pickup or delivery of property at the member's/employee's residence, when ordered by the Personal Property Shipping Office and when service cannot be performed through no fault of the carrier.

Attempted Pickup and/or Delivery Charge. Occurs when a service member/civilian employees is not present at an agreed upon date and time for pickup or delivery of personal property/household goods. See Applicable Rate Solicitation.

Authorized Privately Owned Vehicle (POV) Port. Designated port to be used for loading and unloading Privately-Owned Vehicles.

Baggage, Accompanied. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

Baggage, Unaccompanied (UB). The part of a member's/employee's prescribed weight allowance of household goods that:

- a. Is not carried free on a ticket used for personal travel.
- b. Ordinarily is transported separately from the major bulk of household goods.
- c. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of household goods.

NOTE 1: Unaccompanied baggage in connection with permanent change of duty station, Renewal Agreement Travel, consecutive overseas tour, or in place consecutive overseas tour may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: In connection with an extended temporary duty assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

Bill of Lading (B/L). Also called a GBL and ITGBL. A contract between the shipper and the Transportation Service Provider whereby the Transportation Service Provider agrees to furnish transportation services subject to the conditions printed on the bill of lading. Also refers to the data feed (priced-out bill of lading) from the shipper system (Central Web Application) to the Third Party Payment System that contains shipment information.

Blue Bark (BLUEBARK). United States military personnel, United States citizen civilian employees of the DoD, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased uniformed service member or civilian employee.

Boat One Time Only (BOTO). Boat rates solicited by Headquarters, Military Surface Deployment and Distribution Command from individuals and carriers for the one-time movement over a specific origin-destination channel for which rates are not otherwise published.

Carrier. Any individual, company or corporation commercially engaged in the movement of cargo, passengers or household goods, which assumes responsibility for the transportation of such property from point of receipt to point of destination and holds a permit or certificate from the state or federal government authorizing the movement of personal property and/or mobile homes.

Carrier, DoD-Approved. Any carrier, as defined above, approved by the Commander, Military Surface Deployment and Distribution Command, for participation in the DoD Personal Property Shipment and Storage Program.

Certifying Officer (CO). The Certifying Officer, who is designated/appointed by the Service, is responsible for certifying the Third Party Payment System Summary Invoice. The Certifying Officer is a United States Government employee who does not disburse United States Government funds. Upon reviewing the Third Party Payment System Summary Invoice, the Certifying Officer certifies electronically all transactions on the Third Party Payment System Summary Invoice and ensures correct FA2 lines of accounting usage on these transactions. The Certifying Officer prints the "Manually Billed" portion of the hard copy of the Third Party Payment System Summary Invoice with text lines of accounting and relays it to Defense Finance and Accounting Service payment centers to ensure timely payment to the Third Party.

Channel Airlift. Provides regularly scheduled airlift for movement of sustainment cargo, depending upon volume of workload, between designated

aerial ports of embarkation and seaports of debarkation over validated contingency or distribution channel routes.

Claim. A written legal demand for payment of goods lost or damaged in shipment; a written legal demand for payment of travel allowances and Personally Procured Moves.

Claims Office. The office responsible for filing claims on behalf of the DoD against carriers, contractors, stevedores, or vendors for loss or damage. This may be the finance center for continental United States commercial carriers; Military Surface Deployment and Distribution Command Operations for commercial ocean carriers; or the responsible contracting officer for stevedores, vendors, and other contractors. For claims arising from loss or damage to personal property shipments, the claims office is also the office responsible for receiving and processing claims by members/employees of the DoD components for loss or damage to their personal property. This office may or may not be the same office that asserts recovery claims against carriers, warehouses, and other third parties after the member's/employee's claim has been paid. In the Army and Air Force, claims offices are usually found in the installation legal office. In the Navy, the installation transportation office, a Navy Legal Services Office, or the installation legal office may function as a claims office. For the Marine Corps, the Military Claims Office is located within Manpower and Reserve Affairs, Quantico, VA.

Codes of Service (COS). The following are definable types of service under the Through Government Bill of Lading method:

a. Domestic Motor Van (Code 1). Movement of household goods whereby the carrier provides packing, pickup, and loading in a motor van from origin residence in the CONUS to destination residence in CONUS. Automated systems will use Code 1A for interstate movements and Code 1B for intrastate movements.

b. Domestic Container (Code 2). Movement of household goods whereby the carrier provides packing, pickup, and loading in containers from origin residence in CONUS to destination residence in CONUS. Automated systems will use Code 2A for interstate movements and Code 2B for intrastate movements.

c. International Door-to-Door Container (Code 3). NO LONGER BEING USED FOR HHG. Carrier provides origin services, line-haul service from Origin residence to a commercial ocean terminal, ocean transportation using Military Surface Deployment and Distribution Command Operations Universal Service Contract rates for over the ocean portion of the shipment, line-haul to destination residence, and destination services.

d. International Door-to-Door Container (Code 4). Movement of household goods in Military Surface Deployment and Distribution Command approved door-to-door shipping containers (wooden boxes) whereby a Transportation Service Provider provides complete through service from origin residence to destination residence over land and/or ocean means.

e. International Door-to-Door Container Government Ocean Transportation (Code 5). Movement of household goods in Military Surface Deployment and Distribution Command approved door-to-door shipping containers (wooden boxes) whereby a carrier provides line-haul service from origin residence to military ocean terminal, the government provides ocean (Military Sealift Command) transportation to designated port of discharge, and the carrier

provides line-haul service to destination residence, all without rehandling of container contents.

f. International Door-to-Door Air Container (Code 6). Movement of household goods whereby the carrier provides containerization at the origin residence, surface transportation to the airport nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.

g. International Land-Water-Land Baggage (Code 7). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

h. International Land-Air-Land Baggage (Code 8). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

i. International Door-to-Door Container - Air Mobility Command (Code T). Movement of household goods whereby the carrier provides containerization at the origin residence and transportation to the designated Air Mobility Command terminal. Air Mobility Command provides terminal services at both origin and destination and air transportation to the designated Air Mobility Command destination terminal. The carrier provides transportation to the destination residence.

j. International Land-Air (Air Mobility Command)-Land Baggage (Code J). Movement of unaccompanied baggage whereby the carrier provides packing and pick up at the origin and transportation to the designated Air Mobility Command terminal. Air Mobility Command provides terminal services at both origin and destination and air transportation to the designated Air Mobility Command destination terminal. The carrier provides transportation to destination from Air Mobility Command terminal and cutting of the banding and opening of the boxes at the destination residence.

Commercial Bill of Lading (CBL). Carrier documentation used for transportation of shipments, such as that used by small package express carriers. It includes the commercial procedures related to the use of such documentation.

Commercial Carrier. Common, contract, for-hire, and private carriers.

Commuting Area. A distance designated by the military Services from an origin or destination point.

Consignee. The recipient (unit, depot, or person) to whom cargo/personal property is addressed or consigned for final delivery. The activity that is receiving the product.

Consignor. The person or activity that is the supplier or shipper of a product.

Continental United States (CONUS) Household Goods. As used in connection with household goods, includes all areas within the United States, excludes

Hawaii. For purposes of soliciting rates for unaccompanied baggage, includes all areas within the contiguous United States, excluding Alaska and Hawaii.

Contracting Officer (KO). The Service member or DoD civilian with the legal authority to enter into, administer, modify, and/or terminate contracts.

Contracting Officer Representative (COR). An appointed Service member or DoD civilian with the legal authority to act on the behalf of the Contracting Officer.

Data Feed. A complete electronic business document such as an invoice, a purchase order, or a remittance advice.

Defense Finance and Accounting Service (DFAS). The agency responsible for a number of services related to the accounting, internal billing, and payment of selected transportation bills of lading. The Defense Finance and Accounting Service identifies and implements finance and accounting requirements, systems and functions for appropriated and non-appropriated funds, working capital, revolving funds, and trust fund activities.

Defense Table of Official Distances (DTOD). The DoD standard source for worldwide distance information based on city-to-city distance (not zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information, refer to the Defense Table of Official Distances website at <https://dtod.sddc.army.mil/default.aspx>.

DoD-Approved Storage Facility. Government-owned, approved, or leased facility used for storing household goods and mobile homes.

DoD Foreign Clearance Guide (FCG). A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries (<https://www.fcg.pentagon.mil>).

Direct Procurement Method (DPM). A method of shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contractual arrangements or by the use of government facilities and personnel.

Diversions. A change in the original destination of a personal property shipment en route. A change in the destination of a shipment not in storage in transit to a new destination more than 30 miles for unaccompanied baggage and more than 50 miles for household goods from the original destination point.

Drayage

a. Schedule I - Drayage included applies in those instances when a shipment requires drayage to an air, water, or other terminal for onward movement after completion of the shipment preparation by the contractor. If it is being moved from a residence or other pickup point to the contractor's warehouse for onward movement by another freight company, carrier, drayage not included applies.

b. Schedule II - Drayage included means delivery of the shipment from destination contractor's facility or other destination point to the final

delivery point as ordered. When shipment or partial removal of items from shipment is performed and prepared for member's/employee's pickup at destination delivery point, drayage not included applies.

Electronic Bill (eBill). A transaction posted in the Third Party Payment System to off-set a previously executed over/under payment.

Electronic Data Interchange (EDI). Computer to computer exchange of data using standards jointly developed and established standards groups.

a. EDI 810 Data Feed. Electronic Data Interchange Data Feed used as a generic electronic interface for invoice data (in an accounting context).

b. EDI 858 Data Feed. Electronic Data Interchange Data Feed used as a generic electronic interface for shipment information.

c. EDI 859 Data Feed. Electronic Data Interchange Data Feed used as a generic electronic interface for Transportation Service Provider invoice information.

Electronic Funds Transfer (EFT). The electronic transfer of funds from payer to payee through a banking system.

Employee. A civilian individual:

a. Employed by an Agency (See Agency), regardless of status or grade.

b. Employed intermittently as an expert or consultant and paid on a daily, while actually employed, basis.

c. Serving without pay or at \$1 a year (5 U.S.C. § 5701(2), Definitions) (also referred to as "invitational traveler" for temporary duty travel purposes only).

En Route. A personal property shipment is considered en route when moved from its origin location by the carrier until final placement at destination.

Expediting. Actions taken to ensure movement to destination in the shortest time possible.

Funds Manager (FM). Individual who provides Shipping Customers with the financial and accounting data that accompanies a shipment request. The Funds Managers are responsible for establishing Lines of Accounting and ensuring proper funding supports an established Line of Accounting.

Government Bill of Lading (GBL). A government document used to procure transportation and related services from commercial carriers.

Government Storage Warehouse. A government-owned or leased facility used for storing household goods shipment.

Gross Weight. The aggregate weight of all articles plus necessary packing materials and shipping containers.

Hazardous Material. Any material having one or more hazardous characteristics. Hazardous Materials are classified according to the greatest

hazard present. For the purpose of this regulation, categories of Hazardous Materials are defined as follows:

- a. Combustible Liquid. Any chemical compound or mixture containing an explosive composition that ignites spontaneously or undergoes a marked decomposition when subjected to heat.
- b. Corrosive Liquid. Any material that causes visible destruction or irreversible alteration in human skin tissue on contact or in case of leakage from its package, a liquid that has a severe corrosion rate on other materials.
- c. Explosive. Any chemical compound, mixture, or device of which the primary or common purpose is to function by explosion, that is, with substantially instantaneous release of gas or heat.
- d. Flammable. Any solid or liquid material other than one classified as an explosive that, under conditions incident to transportation, is liable to cause fires through friction or spontaneous chemical change, yields fumes that stimulate the combustion of organic matter or that can be ignited readily, and, when ignited, burns so vigorously and persistently as to create a serious transportation hazard.
- e. Gas, Compressed. A cylinder charged with compressed gas.

Household Goods (HHG). See the Joint Travel Regulations, Appendix A (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for uniformed members and DoD civilian employees for definitions of household goods.

Installation. A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base.

International. The movement of household goods or unaccompanied baggage between a point in the continental United States and a point in an overseas area.

Interstate Shipment. Any personal property or mobile home shipment originating in a state or the District of Columbia and destined for another state or the District of Columbia (moves within the District of Columbia are local moves and do not fit the intra or interstate categories). Shipments having an origin and destination within a state but cross over/through another state during movement are also classified as interstate shipments.

Intrastate Shipment. Any personal property or mobile home shipment originating in a state destined for the same state and transiting only that state.

Inratheater. The movement of household goods or unaccompanied baggage within one overseas theater.

Issuing Officer (IO). Only authorized or acting Personal Property Shipping Offices may issue Personal Property Bills of Lading. Such authorized persons may be military personnel or civilian employees of the government on duty at the issuing office. As stated in 41 CFR §101-41.302-4, accountability for Personal Property Bills of Ladings used by a contractor-shipper remains with the issuing office. The name and title of the issuing officer and the name

and address of the issuing office, rather than those of the contractor-shipper must appear on the Personal Property Bills of Lading.

Joint Personal Property Shipping Office (JPPSO). A Joint Personal Property Shipping Office is an activity staffed and operated by members from two or more military Services, in support of all military Service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DoD members. Support is provided on a common service, nonreimbursable basis.

Line-haul. Transportation of cargo over carrier routes from point of origin to destination, excluding local pickup, delivery, local drayage, and switching services.

Line of Accounting (LOA). Accounting/appropriation data; represents specific financial/budgetary appropriations.

Local Move. Involves Household Goods drayage, storage when approved, or shipment for a short distance between residences; to or from a Non-Temporary Storage facility in the area of the member's/employee's permanent duty station; in the area of the member's/employee's last PDS when the member/employee is authorized a final move during a separation or retirement; incident to reassignment or PCS to a new permanent duty station near the old permanent duty station; between residences within a metropolitan area; or not during a permanent change of station, a move between residences within the daily commuting distance of the permanent duty station. A local move of household goods includes necessary packing, crating, hauling, storage when approved, unpacking and uncrating.

Lot. Those household goods placed in storage at government expense and covered by one service order.

Long Delivery. Delivery from a destination storage in transit warehouse more than 30 miles from the nearest carrier DoD approved warehouse in the domestic program; and household goods more than 50 miles, and unaccompanied baggage more than 30 miles in the international program.

Member. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.)

Member/Employee. Any member of the government's uniformed or civilian service.

Military Surface Deployment and Distribution Command (SDDC). A major command of the United States Army, and the United States Transportation Command's component command responsible for designated continental United States land transportation as well as common-user water terminal and traffic management service to deploy, employ, sustain, and redeploy United States forces on a global basis.

Mobile Home. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar converted for use as a residence, and a boat a member/employee uses as the place of principal residence as well as all household goods and professional books,

papers, and equipment contained in the mobile home and owned or intended for use by the employee or dependents.

Mobile Home One-Time-Only (MOTO). Mobile home shipments offered to a DoD approved mobile home carrier participating in the onetime only program. Rates are not on file and shipments are solicited individually and are bid or awarded on an individual basis.

Modified Net Weight. The HHG modified net weight is determined by subtracting 10% from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents when the weight of the shipment is known. The net weight minus 10% for the interior packing materials now becomes the modified net weight. See the current applicable paragraph of the JTR for DPM container and contents weight calculations ranging from 20-50% reductions for packing and/or container weight when the net weight of the shipment is unknown.

Net Weight. The net weight of shipments transported in containers will be the difference between the tare weight of the empty container and the gross weight of the packed container. See Modified Net Weight.

Non-Temporary Storage (NTS). Long-term storage of household goods in lieu of transportation. Non-Temporary Storage includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

One-Time-Only Rates (OTO). Rates solicited by Headquarters Military Surface Deployment and Distribution Command from individual carriers for the one-time movement of personal property over a specific origin-destination channel for which rates are not otherwise published.

Overall Costs. The sum of all costs that are known or that can be estimated reasonably in connection with the movement of personal property.

Overseas. All locations, including Alaska and Hawaii, outside the continental United States. **NOTE:** Alaska is considered domestic for household goods and overseas for unaccompanied baggage.

Packaging. The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitization.

Packed by Owner (PBO). Those articles packed in a container by the owner. Generally, not accepted unless the member and the TSP agree, and the member understands that rights to file a claim for loss or damage to an item that is Packed By Owner may be forfeited.

Packing. Assembly of packaged items into a shipping container with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

Partial Delivery. Delivery of part of a personal property shipment to a residence, storage or other location. Generally, only two partial deliveries from the same shipment may be made at government expense. All other deliveries become the member's responsibility/excess cost.

Permanent Change of Station (PCS). See the Joint Federal Travel Regulations, Appendix A (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for

uniformed members and the Joint Travel Regulations, Appendix A (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for DoD civilian employees for definitions of PCS.

Permanent Duty Station (PDS). See the Joint Federal Travel Regulations, Appendix A (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for uniformed members and the Joint Travel Regulations, Appendix A (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for DoD civilian employees for definitions of permanent duty station.

Personally Procured Move (PPM). An option for moving personal property available to military members in receipt of PCS, Separation, Retirement, or Temporary Duty orders authorizing a funded shipment of personal property.

Personal Property. Household goods, unaccompanied baggage, privately owned vehicles and mobile homes, as defined in the Joint Travel Regulations.

Personal Property Processing Office (PPPO). An activity designated to provide members/employees a local point of contact for the purpose of counseling and processing applications and to forward completed applications to the responsible Personal Property Shipping Office, Consolidated Personal Property Shipping Office or Joint Personal Property Shipping Office.

Personal Property Shipping Office (PPSO). An activity designated to provide traffic management, counseling, and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services.

Personal Property Shipping Officer. The individual, usually a military or DoD civilian Supervisor, designated by authority to perform assigned traffic management functions at military installations or activities, regardless of whether or not that is the organizational title of the individual. For the purpose of this Order, the term Personal Property Shipping Officer includes representatives designated to order the services required and to inspect and evaluate those services performed by the Transportation Service Provider/Contactor for acceptance or rejection.

Port of Debarkation (POD). The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements, it may or may not coincide with the destination.

Port of Embarkation (POE). The geographic point in a routing scheme from which cargo or personnel depart.

Privately Owned Conveyance (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a Gov't conveyance or common carrier.

Privately Owned (Motor) Vehicle (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee or a member's/employee's dependent for the primary purpose of providing personal transportation.

Privately Owned (Motor) Vehicle (POV) Spare Parts. Spare privately owned vehicle parts (e.g., car engine/transmission, pickup tailgate when removed) not to exceed the member's/employee's administrative household goods weight allowance.

Professional Books, Papers, and Equipment (PBP&E) for Member/Employee. (Also called PRO or PRO-Gear). Limited to 2,000 pounds maximum and annotated on shipment inventories as M-PRO. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later Permanent Duty Station. See JTR Appendix A for the proper definition.

Professional Books, Papers, and Equipment (PBP&E) for a Member's Dependent Spouse. (Also Called PRO or PRO-Gear) but Not Applicable to An Employee's Dependent Spouse. Limited to 500 pounds and annotated on shipment inventories as S-PRO. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination. Must be approved by the CMC (LPD-2) prior to shipment. See JTR Appendix A for the proper definition.

Quality Assurance Evaluator. Representative of the Personal Property Shipping Officer who has been appointed as a Quality Assurance Evaluator to be responsible for providing technical assistance to the contracting officer in administration of the contract. The Quality Assurance Evaluator must be responsible for inspection and acceptance of materials and services rendered by the contractor.

Rate Area. An area is generally defined as each of the States and the District of Columbia in the continental United States, a Country/ United States possession, or other such description in the overseas area. However, individual States and Countries may be subdivided into two or more rate areas or combined into a single larger rate area to facilitate service and rate computations.

Rate Cycles. Annual and Summer-adjusted rate cycles for domestic and international household goods and unaccompanied baggage shipments are designed to provide transportation service providers with opportunities to adjust rates based on their capacity to move personal property.

Storage Management Office (CSMO). An office designated by Commander, Headquarters Military Surface Deployment and Distribution Command, to perform contract administration for the DoD Personal Property Shipment and Storage Program.

Requested Delivery Date. The date the member/employee desires delivery of property.

Required Delivery Date (RDD). A specified calendar date on before when the Transportation Service Provider agrees to offer the entire shipment of personal property for delivery to the member/employee or member's/employee's agent at destination. If the Required Delivery Date falls on a Saturday, Sunday, foreign national, United States national, or state holiday, the Required Delivery Date will be the following work day.

Reshipment. Onward movement of a terminated shipment requiring further over ocean movement, either by air or water.

Residence. Normally considered to be the home, barracks, or other dwelling of the Service/Agency member/employee.

Service Failure. Carrier non-compliance with tenders, tariffs, contracts, laws, regulations, Bill of Lading instructions, or commitments to the shipper(s).

Shipment. Property tendered by one shipper and accepted by the carrier, at one place of origin, and at one time, for one consignee, to one destination, and covered by one Bill of Lading. The name of only one shipper and one consignee will appear on the Bill of Lading, but the Bill of Lading may also specify the name of a party to notify of the arrival of the shipment at destination.

Split Shipment. Transportation of HHG by GOV'T-procured and/or personally moved/procured transportation.

Storage. A shipment held in a carrier's custody or stored by the carrier in a public or licensed warehouse at the request of the consignee.

a. **Temporary Storage.** Storage in connection with a line-haul movement of personal property that is acquired either by Personal Property Bill of Lading/Bill of Lading or contract. Such storage is cumulative and may accrue at origin, in transit, at destination or any combination thereof.

b. **Non-Temporary Storage of Household Goods.** Long-term storage of household goods in lieu of transportation. Non-Temporary Storage includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

Storage in Transit (SIT). Temporary storage in connection with a line-haul movement of personal property that is acquired either by Personal Property Bill of Lading or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

Tariff. A publication containing rates, rules, regulations, and charges applying to commercial/military transportation and accessorial services.

Tariff Weight. A weight standard agreed upon in tariffs.

Third Party Service. Service that, due to carrier's inability to perform, must be contracted to a third party -- in lieu of the carrier performing.

Traffic Management. The direction, control and supervision of all functions incident to the procurement and use of cargo, passenger and personal property transportation services (including rail, highway, air, sea, pipeline, inland waterway, coastal, intercoastal carriers, and unique assets).

Transit Time. The established time for the movement of a shipment from origin to destination. This time is determined by counting the day after pickup as the first day. Saturdays and Sundays are counted as part of the transit time.

Transportation Account Code (TAC). A four-digit code that is tied to a line of accounting and its appropriate service's program, project or account to be charged for transportation.

Transportation Control Number (TCN). A 17-position number assigned to control a shipment throughout the transportation cycle of the Defense Transportation System.

Transportation Global Edit Table (TGET). A table of established Lines of Accounting, Transportation Account Codes, and an edit logic supporting the Service/Agency Line of Accounting requirements. This logic is used to validate segmented Lines of Accounting and Transportation Account Codes within the shipper systems prior to the shipper systems transmitting the data to Defense Finance and Accounting Service accounting systems and the Third Party Payment System.

Transportation Officer (TO). Person(s) designated or appointed to perform traffic management functions. The official at an activity that is designated or appointed as Installation Transportation Officer, Traffic Manager, Traffic Management Officer, Passenger Transportation Officer, Personal Property Transportation Officer, Distribution Management Officer/Manager/Chief (for U.S. Marine Corps use) or Department of State General Service Officers.

Transportation Operational Personal Property Standard System (TOPS). A legacy standard Automated Information System designed to support the worldwide Personal Property Movement and Storage Program; has since been merged under USTRANSCOM and now called Electronic TOPS or ETOPS.

Transportation Service Provider (TSP). Any party, person, agent, or carrier that provides freight and/or personal property transportation and related services to an agency, including Motor Carrier, Freight Forwarder and Broker.

Transportation Working Capital Fund (TWCF). Transportation Working Capital Fund is the United States Transportation Command portion of the Working Capital Funds transportation business area.