

SMALL PACKAGE PERSONALLY PROCURED MOVE REQUIREMENTS

The Joint Travel Regulations (JTR) allows Small Package Personally Procured Moves to be performed as follows:

051502-C4

"Small Package Shipments. If small package service arrangements are used for shipping household goods, then a monetary allowance is not authorized. However, the shipment costs on the small package service receipts may be reimbursed, limited to the Government's constructed cost for the weight of items shipped, not to exceed the maximum authorized weight allowance for all shipments under the current orders."

LPD-2 strongly recommends the use of small package shipment service for those items required upon arrival at destination/leave site. Personal Property Offices should counsel personnel BEFORE transactions occur since DPS does not allow OCONUS PPMs. Marines must understand which expenses are reimbursable and the cost per pound to move a shipment from authorized origin to authorized destination. While most costs may be reimbursed, insurance will not be reimbursed since Full Replacement Value does not apply to PPMs regardless of the type of PPM. **Detailed receipts are required to reflect the date shipped and the TOTAL weight shipped.** Receipts can be submitted for each package/box/envelope/etc., or as a total of all the items shipped in one shipment event/trip to the shipping service vendor (USPS, Pack and Crate company, FedEx, UPS, etc.) but the total weight must be identified by the vendor on the receipt. Remember, loss or damage to your property is between you and the shipping service vendor. **This is an ENTITLEMENT** and no restrictions will be placed on personnel by small package carriers such as the USPS.

To assist with the decision whether to ship via small package PPM or as Unaccompanied Baggage (UB), current transit times for Unaccompanied Baggage (UB) shipments from Okinawa, Japan to CONUS from the pickup date is approximately 32-42 days depending on the CONUS destination. Further, transit time for UB shipments from Okinawa, Japan to Hawaii is 37 days.

DELIVERY INSTRUCTIONS FOR UB AND CODED HHG SHIPMENTS: Unless your shipment is a Direct Delivery, meaning you already have a delivery address when the shipment was picked up, you must contact your Transportation Service Provider (TSP, your moving company) by email/phone and load the new address into DPS once you have found a place to live so they can plan to deliver your shipment. TSPs plan their work several weeks in advance so get that notice to them as soon as possible to shorten the wait time until delivery. If your shipment is in SIT, you must notify the TSP in DPS and via email that you want the delivery as soon as possible, the TSP must deliver the shipment within 7 Business Days from the date of notification. If you request a delivery date more than 7 Business Days and the TSP cannot deliver it within two additional days beyond the requested delivery date (you call on 1 June and ask for delivery on 14 June but TSP cannot deliver the shipment until 18 June, you would be entitled to two days of inconvenience because the TSP could not deliver by 16 June).

Any questions should be directed to your local DMO Personal Property Office or email us at usmcpersonalproperty@usmc.mil