

Shipment Information

Household Goods (HHG): Items associated with the home and personal effects belonging to the customer and dependents on the effective date of the customer's orders. Only items that may be legally transported by commercial carrier are allowed.

HHG may include:

- Weapons
- Vehicles other than POV: Such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, golf carts and their associated trailers.
- Boats: For uniformed service members, boats 14 ft in length and under and without a trailer may be shipped as HHG. The definition of boats includes, but is not limited to canoes, skiffs, sailboats, light rowboats, kayaks, and dinghies and sculls. Boats in excess of 14 ft or any boat with a trailer must be shipped separately, which in most cases, may result in excess costs for the member. **You must create a separate boat shipment if your boat is greater than 14 feet or has a trailer**. You are responsible for paying all accessorial charges associated with shipping your boat and you are responsible for removing pilferable gear, clothing, televisions, skis and similar items. All antennas, masts, fishing/trolling poles and outriggers must be lowered or removed.
For Civilians only: any boat and associated trailer 8ft in width and under can be shipped and will be included in the shipment as HHG.
- Spare parts for POV: Including extra tires, wheels, battery chargers; replacement parts subject to normal wear such as spark plugs, filters, hoses, fan belts; tools, tune-Up or repair kits; seasonal items such as snow and ice removal equipment and heaters; special seats and beds for children.

HHG may not include: Live ammunition, live animals, including birds, fish and reptiles, mobile homes, camper trailers, airplanes, farming vehicles, privately-Owned vehicles (POV) such as a car, van or truck (except motorcycle), building materials or cordwood, goods for sale or commercial use, perishable items, including plants (except for local move), goods not for member or dependent use or items acquired after effective date of orders.

Entitlements: Your entitlements are based on the type of orders issued to you, however, your basic entitlements include the shipment of your household goods to your next duty station.

Weight Allowance: There are two kinds of weight allowances:

- PCS weight allowance, which is based on your pay grade and whether you have or do not have dependent(s).
- Temporary weight allowance, which is for those of you who are going on temporary duty or PCS with temporary duty en route. It is strictly for items required by you while you are on temporary duty; it is not intended for dependents. Upon completion of your temporary duty, you may ship this weight to your ultimate duty station.

Weight Restriction at New Duty Station (if any): Some overseas areas restrict the amount of

weight you are authorized to ship. Review the personal property consignment guide to view if there are any types of shipping restrictions based on your shipments destination. You are authorized to store your personal property at government expense or your personal property to a designated location if a weight restriction is in place.

Excess Cost: It is your responsibility to reimburse the government for any excess cost incurred by your shipment(s). You will be required to pay excess cost:

- If you exceed your authorized weight allowance, either on your PCS or temporary weight allowances.
- If you choose to ship to other than an authorized place and it costs more to do so.
- If you request special services such as special routing, special loading, or any other services not provided under ordinary rates.
- If you request more than one household goods shipment from the same point of origin to the same point of destination.
- If you ship unauthorized articles in a shipment which are discovered after pickup.
- If you or your agent are not at the scheduled pickup or delivery address when movers arrive.

Pickup Date and Required Delivery Date: As part of your application you will be requested to submit a timeframe you are available for packing and pickup. Based on these dates, weight of your shipment, and destination location, DPS will provide you the estimated arrival date of your shipment. You will discuss with the TSP the dates of your pack, pickup, and delivery dates.

Mode/Method of Shipment:

- Household goods will be packaged/wrapped/tagged inside your home, then loaded into wooden containers for overseas moves or loaded in a truck for CONUS moves.
- It will be shipped by surface mode, in almost every instance.
- You will be contacted by a transportation service provider (TSP) once your shipment has been booked. You will discuss with the TSP the date and time of your pack and pickup days.

Unauthorized Items and Disposal of Useless Items:

- Hazardous, or corrosive, or flammable materials, ammunition, building materials, or items not belonging to you or your dependents, or items or products for your own private business are not authorized for shipment.
Propane gas tanks are unauthorized in your shipment.
- For lawn mower, you must not only drain the fuel but the oil as well.
- For motorcycle, drain fuel, disconnect terminal from battery, and tape it. Oil may remain in the tank, but make sure there is no leakage. If you are putting motorcycle into long-term storage (NTS), remove the battery.
- To ship a motorcycle, we will need a copy of the title or release letter from the lender. Provide us also with the make, model and vehicle identification number and the cc of the

motorcycle.

Professional Books, Papers, and Equipment: These are items required to perform your official duties such as:

- Reference books
- Papers and material, instruments, tools and equipment
- Specialized clothing such as diving suits, flying suits, band uniforms (exclude regular uniforms)
- MARS equipment: You must certify that you are an active MARS member and all equipment qualifies for MARS use.
- Exclude items that will not be used at next or some future assignment (exception: retirees and most separates).
- Do not include spouse's professional items.
- Separate your professional gear from the rest of your household goods, so that they may be packed, weighed and marked separately, and listed as professional books, paper and equipment on your inventory.
- Your weight allowance will not include the weight of your professional gear.

Servicing/Deservicing of Appliances: It is your responsibility to get your household goods ready before the packout date.

- You must disconnect all appliances.
- The hose to your washer should be unhooked and water drained.
- Refrigerator, freezer and air conditioners should be cleaned and dry prior to pack date.
- Water bed should be drained completely, no water dripping on pack date or movers will not pack it.
- Leave china in cabinet and clothes in dressers and closets; do not remove.
- If you have original containers available place them next to the items and have movers pack them.
- Do not pack anything. It is the carrier's responsibility.
- If you have a brand new item, do not unpack it; carrier will annotate it as such and will not assemble items for you at destination.
- Outdoor items such as swing set, playground equipment, utility shed, and chain link fence must be disassembled by you. Chain link fence must be rolled.
- Outdoor TV antenna must be brought down by you.
- Whatever you disassemble or are required to do so, you must assemble at destination. Whatever the movers disassemble, they are required to assemble at destination.
- Secure items that you will be taking with you, such as: Plane tickets, important papers, jewelry, etc. Do not leave them in the house.
- If you have more than one shipment, segregate the items. Do not release your unaccompanied baggage items with your household goods, if you have a separate application for it. If you decide to ship your unaccompanied baggage shipment with your household goods shipments, you must cancel it 48 hours prior to scheduled pack date or you will be paying a dry run charge.

Temporary Storage: (Short term storage that is part of HHG transportation) Temporary storage may be authorized at origin, intransit, or at destination.

- This type of storage is in connection with shipment, i.e. You must designate a city and a state and take delivery. You may have 90 days temporary storage.
- If you need to have additional storage time, request an extension from the destination transportation office.
- Civilians are authorized storage-in-transit in connection with authorized HHG transportation. The Member may request (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense. (The maximum storage time limit for Civilians will NTE 180 days).
- Once authorized temporary storage period expires, you must bear the cost for further storage and make payment directly to the storage company.
- **Domestic:**
The TSP's responsibility for a shipment and its liability under the bill of lading for a shipment in SIT shall terminate, and the warehouse shall become the final destination of the shipment, on midnight of the day specified in the notice which the TSP receives through DPS advising that the government nature of the shipment will terminate.
- **International:**
Temporary storage will be for a period not to exceed 90 days unless additional storage is authorized by the PPSO. When the shipment is not removed from SIT during the period authorized by the PPSO, the TSP liability will terminate at midnight of the last day the TSP or warehouseman receives notice from the PPSO (via DPS and/or in writing) that the entitlement has ended. The Government bill of lading character of the shipment will cease, the warehouse will be considered the final destination point of the shipment, the warehouseman will become the agent for the shipper, and the shipment then becomes subject to the rules, regulations, charges, and liability of the warehouseman.

Refer to **JTR/JFTR Definitions** for additional explanation of Storage in Transit (SIT).

Checking Inventory at Origin and Destination: You will be asked to sign the household goods descriptive inventory. This is an important document, because it will provide supporting evidence, in the event you must file a claim for loss and damage.

- As the packers pack your goods, they will assign symbols or abbreviations next to items being packed. These symbols document pre-Existing damage to your property, and are explained on top of the inventory. The numbers indicate the location of the damage.
- If you disagree with the packers on the descriptive symbols he assigns to your property, circle the number and in the remarks section of the document, put your own description of the item in question.
- Before you sign the inventory, go through the house, checking the closets and cabinets to see that everything has been packed. You should be provided a legible copy of the inventory.

Checking DD form 619, Statement Of Accessorial Services Performed, Prior to Signing: Check this form for accuracy before signing.

- Never sign a blank copy.
- Verify the quantity, type of containers, and any accessorial services identified by the TSP.
- New cartons must be used for clothing, linens, bedding, mattresses, and box springs. Used cartons may be utilized for other items but must be in good condition. All marks pertaining to a previous shipment must be obliterated.

Signing Delivery Documents: It is your responsibility to sign the delivery documents immediately upon delivery of property.

- Boxes showing exterior damage should be unpacked and examined for interior damage. Boxes containing high-Value/highly pilferable items should always be opened in the presence of the TSP and the contents inventoried before the TSP is released. Make sure the TSP records missing/damaged items on all copies of the inventory and notice of loss/damage at delivery.

Contacting the Destination Transportation Office: Contact the destination transportation office immediately upon arrival to give a point of contact for when your property arrives.

Change in Orders or Factors That Could Affect Delivery: If your orders are changed, notify the transportation office at your point of origin and destination.

Extra Pickup or Delivery Charges (when applicable):

- Military members are entitled to extra pickup and delivery. If you have goods in government or commercial storage at your own expense or if you have professional books at your office, you may have this extra pickup.
- At destination, you are also authorized a partial delivery of certain items from your household goods shipment. If you intend to request a partial delivery, you must identify this on your shipment request, so that your application form can be so noted. Prior to the scheduled pickup date, it is your responsibility to separate these items from the rest of the household goods and identify these items as partial delivery items to the packers. If you fail to do so, you will be held responsible for the handling cost for the removal of these partial delivery items.
- Civilian employees of the government are not authorized ext

Designation of Agent to Release or Accept Property in Absence of Member: You may designate your spouse, a relative, or a friend to release or accept your shipment, but their name must appear as an agent in your application. If not, then the person you have selected must have a power of attorney or written authorization from you, which must be notarized or counter-Signed by a commissioned officer.

Documentation: The documents you receive after submitting your application and from the

transportation service provider are important to you. We suggest that you take these and other important personal documents, like birth certificates, marriage licenses, school and medical records, with you.

Ensuring Personal Property Is Clean:

- Ensure your personal goods are pest and bug-free. If your goods are infested, you may incur additional costs before they can be moved.
- If your move needs to be rescheduled because of pests, you will be liable for those additional costs as well.
- Also, please read information on [gypsy moths](#).

Alcoholic Beverages:

JTR (C5165-I) JFTR (U5330-I)

Alcoholic beverages transportation as HHG must conform to 27 USC §122 which states:

Sec 122 - Shipments into States for possession or sale in violation of State law

The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

Weapons and Ammunition: The shipment of firearms is subject to various laws and regulations and you must comply with all local, state, and federal laws. Here are some basic guidelines when you ship firearms:

- Make the firearm inoperable by removing the bolt, firing pin, trigger assembly and other arming parts.
- Completely describe the firearm on the inventory to include make, model, serial number and caliber or gauge.
- Remember, you may not ship ammunition.

If you are moving overseas, you must abide by the host country's laws as well. Refer to the [Personal Property Consignment](#) guide in your application to view any restrictions.

Liability, Claims, and Protection: Your shipment has full replacement value coverage. TSP liability is determined by \$5,000 per shipment or \$4.00 times the net weight for household goods or gross weight for unaccompanied baggage, whichever is greater, up to a maximum of \$50,000.

The transportation service provider is responsible to obtain cost estimates for the following:

- Repair of damaged property to original condition.
- Replace with an item of like kind and quality.
- Payment of replacement cost of the item.

In order to be eligible for Full Replacement Value (FRV), you must file a claim directly with the Transportation Service Provider (TSP) via DPS within 9 months from the date of delivery. If the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims Office (MCO) after delivery, you will only be eligible for depreciated value up to two years from delivery

When Full Replacement Value (FRV) applies to a shipment that includes one or more motor vehicles (automobiles, vans, pickup trucks, motorcycles or sport utility vehicles), the TSP's maximum liability for the vehicles shall be the value stated in the current issue of the National Automobile Dealer's Association's [\[N.A.D.A.\]](#) Official Used Car Guide (the Guide) for such vehicle(s), adjusted for mileage and other factors considered in the guide. However, if either the owner or the TSP has obtained an appraisal of the vehicle from a qualified appraiser, settlement will be based on the appraised value rather than the book value.

For boats, personal watercraft, ultra light aircraft, pianos, organs, firearms, objects of art, all-terrain vehicles, and snowmobiles, the TSP may replace the item with a comparable used item or pay the un-depreciated replacement cost, because these are large, expensive items that are not part of the typical shipment and have an active, widespread secondary market.

Click [here](#) to verify that the customer has been advised and/or provided with a printed copy of the information above.