

USTRANSCOM Personal Property Advisory #20-0058G UPDATE

Date: 20 May 2020

From: USTRANSCOM Defense Personal Property Program Directorate (TCJ9), Scott AFB, IL

To: All Service Headquarters, Personal Property Processing Offices, and Personal Property Shipping Offices

Subject: Update: Implementing Stop Movement Order dated 20 April 2020 with 1) Updated Air Force guidance 2) Mandatory remarks for shipments

Purpose: To provide Personal Property Offices with updated instructions on how to 1) service shipments affected by the Stop Movement Order through 30 June (CONUS and OCONUS) and 2) advise customers on submitting waiver requests within their respective Service. Reference Advisory 20-0060 and subsequent revisions.

1. **Traffic Management Decisions:** USTRANSCOM recognizes Personal Property Offices have insight into local conditions, and that shipments booked in accordance with this guidance are subject to restrictions that may impact service. Shipping Offices must communicate those restrictions to customers and report those restrictions to USTRANSCOM.

2. **Household Good (HHG) and Unaccompanied Baggage (UB) Shipments:**

- For HHG/UB shipments that *have been awarded* to a moving company but no physical action has been taken (i.e. not packed-out / picked up from the residence), the responsible Personal Property Office will inform DOD customers no action will be taken on their shipment without 1) a revision to DOD's Stop Movement Orders or 2) approval to move per Service specific guidance per paragraphs 5-11.
- In the event an exception-to-policy is issued by a DOD component, that documentation must be provided to the servicing Personal Property Office to upload into DPS and for the shipment to proceed.
- For HHG/UB shipments that have been *submitted* for processing *but are not yet awarded* to a moving company, the responsible Personal Property office will inform DOD customers no action will be taken on their shipment without 1) a revision to DOD's Stop Movement Orders or 2) approval to move per Service specific guidance per paragraphs 5- 11.
- Personally Procured Moves (PPMs) - Personal Property Offices will advise DOD customers of the stop movement order and ensure any application for a personally procured move follows the guidance in this advisory.
- Personal Property Offices will utilize the instructions provided in Attachment 1 of this advisory to update Defense Personal Property System (DPS) and annotate the shipment

as either an “AUTHORIZED 0058 MOVE” or a “DELAYED BY 0058” on the Bill of Lading (BL) (SF1203) and BL Correction Notice (SF1200). **NO SHIPMENTS SHOULD BE PROCESSED WITHOUT THESE CODES.**

EXCEPTION: Customers whose ORIGINAL requested pack/pickup date is outside of the latest Stop Move Window” DO NOT require either “AUTHORIZED 0058 MOVE” or “DELAYED BY 0058” listed as an extra pickup.

3. **Privately Owned Vehicles:** DOD customers should contact the Vehicle Processing Center (VPC) to confirm office hours and operating status prior to dropping off their vehicle. DOD customers should seek approval to move per Service specific guidance per paragraphs 5-11 before taking a vehicle to a VPC for shipment/storage. The customer will provide a copy of the signed approval to the VPC when the vehicle is turned in.

Approval for POV transportation is not required for BLUEBARK, Wounded Warrior, medical, and emergency or safety moves.

4. **Circumstances that do not require waivers:** While the following do not require a waiver, PPSOs should still follow the procedures in Paragraph 2 and Attachment 1 of this advisory so that industry knows these shipments are authorized to proceed.

- **Shipments for customers in transit or at destination:** Household Goods and Unaccompanied Baggage shipments (to include those delivering out of non-temporary storage) for DOD customers who departed their origin and are awaiting transportation, are intransit, or are at destination, should continue. This includes shipments authorized for those whose TDY ends while this Stop Move Order is in effect and where the DOD customer is authorized to return to their permanent duty station. Personal Property Offices should coordinate with moving companies to ensure they are aware of any changes to installation access procedures before scheduling on-installation deliveries.
- **Shipments related to recruiting and accessions activities,** to include accessions, basic training, advanced individual training, and follow-on travel to the first duty station.
- **Shipments for the purposes of medical treatment.** This includes patients, as well as their authorized escorts and attendants, and shipments for medical providers for the purposes of medical treatment for DoD personnel and their families.
- **Shipments for Retirees/ Separatees** require no exemption-to-policy documentation and should proceed as planned.
- **Shipments for DOD members eligible for movement by Department of State** under the authority of a Chief of Mission and authorized by that Chief of Mission. Reference paragraph 11 of this advisory.

EXCEPTION TO POLICY PROCEDURES

5. ARMY PROCEDURES (Updated 06 May 2020)

Personal Property Shipping Offices are directed to take the following action on all HHG, UB, and POV shipments affected by the respective stop movement order:

Army shipments in the queue that have not been awarded to a transportation service provider (TSP) should not be awarded unless the date the soldier or civilian departs the home station is after the expiration of the stop-movement order or unless the appropriate approval authority grants an exception to policy allowing the soldier to proceed on a permanent change of station move (see current Secretary of the Army delegation memo). HHG shipments shall not be scheduled more than 30 days before the departure date for moves within CONUS/intratheater or more than 60 days before the departure date for moves to and from OCONUS.

HHGs and UB shipments that have been awarded to a tsp but have not yet been serviced (e.g. packing has not begun) should have pickup dates changed unless the date the soldier or civilian departs the home station is after the expiration of the stop-movement order or the appropriate approval authority (see current Secretary of the Army delegation memo) grants an exception to policy allowing the Soldier to proceed on a permanent change of station move. HHG shipments shall not be scheduled more than 30 days before the departure date for moves within CONUS/intratheater or more than 60 days before the departure date for moves to and from OCONUS.

Exemptions:

Customers requiring shipments to be picked due to termination of rental lease agreement, home sale, or termination of government / privatized housing in order to place into storage at origin. Also, individuals pending approved personal safety moves, dependents needing to vacate housing on student travel orders, BLUEBARK, shipments and personnel on retirement and separation orders **do not require an exception**. These situations shall be supported by appropriate documentation, e.g., fully executed contract for home sale, landlord supported lease agreement termination, retirement or separation orders **uploaded into DPS**. Further, HHG are authorized to be shipped if Soldier or Civilian has signed in at the gaining location.

Reserve component soldiers on a self-terminating Active Duty For Operational Support (ADOS) order require no ETP documentation and should proceed with Release From Active Duty (REFRAD) as planned. Similar to retirements and separations, Reserve component soldiers who REFRAD are permitted to move their HHG and UB, IAW their orders, without an ETP. Individuals whose Annual Training (AT)/ADOS orders end, terminating title 10 status, while the stop order is in effect, are authorized to return home. Soldiers on 12301H orders who have completed their medical care and are programmed for REFRAD while the stop order is in effect are authorized to return home. REFRAD will include eligible HHG shipment, IAW the active duty order.

Initial Military Training (IMT) is exempt from travel restrictions in accordance with Annex PPP and soldiers do not require a travel ETP to attend. IMT is defined as Basic Combat Training (BCT), One Station Unit Training (OSUT), Advanced Individual Training (AIT), Basic Officer

Leader Course (BOLC A/B), and Direct Commissioning Programs.

Soldiers planning to ship household goods (including vehicles) to/from a foreign country who have not already contracted with a TSP for a move or are already in transit will delay shipment until after the expiration of the stop-movement order or the appropriate approval authority (see current Secretary of the Army delegation memo) grants an exception to policy allowing the Soldier to proceed on a permanent change of station move. Approval of HHGs and/or UB shipment IAW the above paragraphs constitutes approval to ship a POV. HHG shipments shall not be scheduled more than **30 days before the departure** date for moves within CONUS/intratheater or **more than 60 days before the departure date** for moves to and from OCONUS.

For POVs, no exception is required if the (sponsor) has signed in at gaining location or vehicle is placed in storage if not permitted due to the country, area, U.S. laws, regulations or require extensive modifications.

For questions regarding the guidance outlined in this advisory contact:

- Primary: usarmy.ria.asc.list.ild-personal-property@mail.mil
- Alternate: usarmy.belvoir.asc.mbx.jpssoma-apple@mail.mil
- Alternate: HQDA DCS G-4, Transportation, Mr. Gene Thomas, gene.thomas32.civ@mail.mil;
- Alternate: Mr. Derrick M. Candler, Chief Transportation Policy, derrick.m.candler.civ@mail.mil.

6. NAVY PROCEDURES (Updated 22 April 2020)

For situational awareness, **NAVADMIN 116/20 (212136Z APR 20)** provides guidance for Service members and Navy civilians for PCS orders.

For all Navy military and civilian PCS moves, Household Goods (HHGs) processes will continue under normal operations.

Any Navy request submitted from today forward will be processed as normal.

Any Navy request that is currently in the queue for processing should be booked in accordance with the member's requested timeline (whether that is before or after 30 JUN, the new expiration of the stop movement order).

Any Navy request that has been awarded does not need to be reassessed and will continue on the planned timeline.

For questions regarding this advisory, contact:

- Primary: NAVSUPHQHHGS.fct@navy.mil

7. AIR FORCE PROCEDURES (Updated 20 May 2020)

Air Force military and civilian personnel and dependent CONUS and OCONUS PCS moves (government contract and Personally Procured Moves (PPMs) are at an All Stop until 30 June

2020, IAW SECDEF's Stop Movement Order, dated 20 April 2020. There are eleven (11) exemptions authorized to continue:

- Personal Property pack outs that are already started
- Shipments for travelers whose non-GFM TDY or Leave ends while this directive is in effect are authorized to return to their permanent duty station
- Shipments for patients, as well as their authorized escorts and attendants, and medical providers for purposes of medical treatment
 - Patient status indicated by: Block 3 (SAFSC/CAFSC) of the 899 reflects 9P000 for Enlisted or 93P0 for Officers. "AAN" in Block 19 reflects all 1's (i.e. 1111111111)
- Shipments for TRANSCOM Joint Deployment and Distribution Enterprise missions
- Shipments for Retirees/Separatees/Blue Bark
- Shipments for Casualty and Mortuary Affairs programs
- Shipments associated with personnel recruiting and accessions activities
- Shipments for students and instructors supporting AETC, **Joint / Sister Service, and health profession training and academic programs**
- Shipments for Evacuations
- Shipments for Global Force Management activities (GFM)
- Shipments for members with a GO/Flag Officer/SES-authorized waiver to PCS where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; (3) warranted due to extreme hardship
- **Shipments with orders & MPF Memo-In-Lieu-of Amendment based on timeline in memo (2- months prior to report date originating from OCONUS; 1 month originating CONUS)**

For all other exceptions, the following applies:

Members must stop personal property movement actions unless they meet the following conditions, which include, but are not limited to: expired lease, home sale, termination of government / privatized housing, financial hardship, **best interest of the Service or member**, etc. In this case, the authorization to continue to move personal property must be approved by the Squadron Commander, First Sergeant or equivalent for staff positions. **Given many PCSs are being cancelled and report dates are being delayed, verification of the member's PCS status is absolutely critical since this HHG movement exception is not intended to place members and their families in a hardship resulting from extended separation of members from their household goods, nor is it intended to drive a GO hardship letter authorizing personnel movement or enable extension of per diem entitlements. Request utmost scrutiny of situations / circumstances warranting personal property movement prior to Stop Movement end.**

Members that do not meet the aforementioned criteria and exceptions, will reschedule personal property moves with their local shipping office (PPSO or TMO), but may not request a personal property packing date before 1 July 2020, or whenever the stop movement order expires.

(Important Note) Shipping Offices should only proceed with movements upon receipt of documented approval as required above.

Question regarding definition of exemptions see AFPC's website:
https://mypers.af.mil/app/answers/detail/a_id/46624

Questions regarding movement of Air Force Personal Property or POVs or the guidance outlined in this advisory contact:

- Primary: ppahq.ppec.customerservice@us.af.mil
- Primary: Commercial telephone: 210-652-3357, DSN: 487-3357
- Alternate: Col Craig Punches @ craig.punches@us.af.mil

8. MARINE CORPS PROCEDURES (Updated 14 May 2020)

Only Excepted PCS Travel or PCS Travel approved by the first General Officer/Senior Executive Service member in the Marine's Chain of Command is authorized per MARADMIN 254/20, located at this link:

<https://www.marines.mil/News/Messages/Messages-Display/Article/2159123/update-7-us-marine-corps-disease-containment-preparedness-planning-guidance-for/>

Paragraph 3.c.2. of MARADMIN 254/20 states: "This MARADMIN applies to all official travel, including temporary duty (TDY) travel, government-funded leave travel, permanent duty travel, including Permanent Change of Station (PCS) travel, and travel related to Authorized and Ordered Departures issued by the Department of State (reference I)."

For Marine Corps HHG or UB shipments in the queue during the Stop Movement period, the serving Joint Personal Property Shipping Office (JPPSO), with assistance of the losing station DMO PPO as required, will contact the Marine to verify if he/she wishes to retain their current Transportation requirements. Marines should contact their Monitor to validate any future changes to their orders before confirming their requirements to execute the movement/storage options for transportation of their Personal Property/Household goods only.

- Marines with orders that have an Estimated Detachment Date (EDD) outside the current stop movement period (1 July and beyond) are authorized to execute the Transportation allowances for the Shipment/Storage of Household Goods, Unaccompanied Baggage, Privately Owned Vehicles not more than 45 days (CONUS) and not more than 60 days (OCONUS) prior to the EDD without an Exception to Policy (ETP). Personal Property Offices/Shipping Offices are authorized to utilize the appropriate approval for SIT @ destination. SIT @ Origin requests require justification to be approved by the Personal Property Officer on a case by case basis.

- Marines who are outside the required EDD timeframe identified above or who wish to keep their existing move dates based upon unique circumstances, including but NOT limited to the pending sale/purchase of home, termination of lease or privatized housing contract, or other issue directly related to COVID-19 Stop Movement must get an ETP that authorizes the Transportation allowances for HHGs shipment/storage to be executed. The ETP endorsement must come from the Detaching Commander or Officer in Charge (O-5 or above) and is required to document the

Marine's justification for executing the Transportation allowances as well as to indicate that the Marine has a sound plan in place regarding the HHG shipment. This document will be placed in the Marine's shipment file per this Advisory.

Continue to refer to MARADMIN 198/20 UPDATE TO 2020 PEAK MOVING SEASON PREPARATIONS for additional guidance in preparing for Peak Season at this link: <https://www.marines.mil/News/Messages/Messages-Display/Article/2130654/update-to-2020-peak-moving-season-preparations/>

For questions regarding the guidance outlined in this advisory contact:

- Primary: Contact your local Distribution Management Office (DMO)
- Alternate: usmcpersonalproperty@usmc.mil
- Primary: Commercial telephone: **703-483-0820**
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9. COAST GUARD PROCEDURES (Updated 22 April 2020)

For situational awareness, **ALCOAST 147/20 (221311 APR 20)** provides guidance regarding PCS and shipping household goods.

For all Coast Guard military and civilian PCS moves, Household Goods (HHGs) and POVs will continue to be processed under normal operations. Previous guidance requiring an ETP is rescinded, units have been directed not to issue orders unless the members are authorized to ship goods.

Any Coast Guard requests currently in the queue for processing should be booked in accordance with the member's requested timeline (whether that is before or after 25 MAY, the new expiration of the stop movement order).

Any Coast Guard request that has been awarded, does not need to be reassessed and will continue on the planned timeline.

For questions regarding this advisory, contact:

- Primary: hqs-dg-lst-cg-1332-travel@uscg.mil
- Alternate: Commercial telephone: 202-475-5393

10. COCOM ASSIGNED PERSONNEL PROCEDURES

Personnel assigned to Combatant Command Headquarters will follow COCOM specific guidance.

11. DEPARTMENT OF STATE ASSIGNED PROCEDURES (Updated 4 April 2020)

Department of Defense shipments eligible for movement by Department of State are exempt from the requirements in this advisory. The State Department can initiate shipments IAW State Department establish procedures and approval authorities for all DOD uniformed and civilian

personnel and their sponsored family members who are under the responsibility of a U.S. Chief of Mission. These shipments should continue to be counseled and sent to the DOS IAW the DP3 International Tender, Chapter 12 procedures.

Questions regarding whether or not a shipment is eligible to be moved via DOS should be referred to the DOS Transportation Management Division:

U.S. Department of State Transportation Management Division
Phone: (800) 424-2947 or (202) 472-8480/8481
Fax: (202) 472-8451
e-mail: DoDPP@state.gov

12. Updates will be pushed as new information is released, and USTRANSCOM will continue to reassess conditions, monitor OSD guidance, and provide additional shipment management direction as required (i.e. reschedule shipments if Stop Movement order is extended beyond 11 May). Additional conference calls will be scheduled to discuss these developments with industry.

13. This advisory was approved for release by the USTRANSCOM Deputy Director for Operations, Defense Personal Property Program Directorate (TCJ9-O).