

USTRANSCOM Personal Property Advisory #20-0058A UPDATE

Date: 18 March 2020

From: USTRANSCOM Defense Personal Property Program Directorate (TCJ9), Scott AFB, IL 62225

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

Subject: Implementing Stop Movement Orders dated 11 March and 13 March 2020

Purpose: To provide Personal Property Offices with instructions on how to 1) service shipments affected by the Stop Movement Order and 2) advise customers on submitting exception-to-policy requests within their respective Service.

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

- a. 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) an approved exception-to-policy request. See paragraphs 4-10 for specific exception-to-policy procedures.
- b. In the event an exception-to-policy is issued by a DOD component, that documentation must be provided to the servicing Personal Property Office for the shipment to proceed.
- c. Absent an approved exception, the servicing office should 'pull back and reaward' for pickup on/after 15 May 2020. This applies to all shipments to/from all locations worldwide.
- d. 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 award those shipments with requested pickup dates on/after 15 May which ensures use of the Peak Season traffic distribution list/rates. Unless otherwise authorized, these shipments will move pursuant to revisions to DOD's Stop Movement Order.
- e. 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.

NOTE: Shipments for Retirees / Separatees require no exception-to-policy documentation and should proceed as planned.

2. Privately Owned Vehicles: DOD customers should seek an exception-to-policy prior to dropping off their vehicle at a Vehicle Processing Center (VPC) for shipment. This applies to all shipments to/from all locations worldwide. A copy of the exception-to-policy memo must be provided to the VPC.

3. Deliveries of Household Good (HHG) and Unaccompanied Baggage (UB) Shipments: HHG and UB shipment deliveries (to include those delivered out of non-temporary storage) to DOD customers at destination should continue. 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. With CDC guidelines in mind, Personal Property Offices should coordinate with families to ensure they are comfortable with moving company personnel in their homes.

EXCEPTION TO POLICY PROCEDURES

4. ARMY PROCEDURES

Army **shipments in the queue** that have not been awarded to a TSP **should not be awarded** unless movement of HHG and UB is approved by a **GO/SES**. Similarly, HHG and UB **shipments that have been awarded to a TSP but that have NOT yet been serviced** (e.g. packing has not begun) should have pickup dates changed unless approved by a **GO/SES**. Exceptions for to award shipments or continued movement may include 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. Individuals pending approved personal safety moves, dependents needing to vacate housing on student travel orders, bluebark, retirement and separation during this period do not require an exception. 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, (703) 614-1029, gene.thomas32.civ@mail.mil;
- Alternate: Mr. Derrick M. Candler, Chief Transportation Policy, (703) 614-4173, derrick.m.candler.civ@mail.mil.

5. NAVY PROCEDURES

All Navy military and civilian PCS moves are at an All Stop until 11 May 2020, per NAVADMIN 065/20, dated 14 March 2020. There are two current exceptions: personal property pack outs that are already started are authorized to continue and shipments for Retirees/Separatees. For all other exceptions, the following applies:

Military: Per CNO guidance NAVADMIN 065/20 dated 14 March 2020, Navy Personnel Command (PERS-4) is authorized to approve or deny Stop Movement exceptions for PCS travel.

- a. Approvals of exception requests will be made via message traffic and will specify whether dependents are authorized to accompany the service member. Detaching Command endorsement is required. Upon receipt of an approved exception, transaction service center or personnel support detachment/personnel offices will process the service member for transfer to the gaining command. **All exception requests will be sent to PERS451@NAVY.MIL with the subject line PCS Exception Request.** Exception request formats will be provided by PERS-4 and posted on MyNavy portal. Service members who are granted an exception will receive guidance from NPC concerning Navy component commander pre-and post- travel medical screening and reception procedures. Service Members with questions regarding entitlements for PCS travel should contact MyNavy Career Center (1-833-330-6622) or email ASKMNCC@NAVY.MIL.

Civilian: The first Flag Officer or SES in the chain of command of the BSO paying for the move is authorized to approve or deny stop movement exceptions for PCS travel for Navy civilians.

- b. Navy civilians with questions regarding entitlements for PCS travel should contact their command/BSO Lead Defense Travel Administrator (LDTA).

All approvals must be granted in writing. Shipping Offices should only proceed with movement upon receipt of documented approval as required above. For questions regarding this advisory, contact:

- Primary: NAVSUPHQHHGS.fct@navy.mil
- 1st Alternate: Mr. Suttan “Tomas” Thomas, suttan.thomas@navy.mil
- 2nd Alternate: Mr. Dan Wolfert, daniel.wolfert@navy.mil

6. AIR FORCE PROCEDURES

All Air Force military and civilian PCS moves are at an All Stop until 11May 2020, IAW SECDEF’s Stop Movement Order, dated 13 March 2020. There are three current exceptions that are authorized to continue:

- Personal Property pack outs that are already started;
- Shipments for members with a GO authorized waiver to PCS due to mission requirements
- Shipments for Retirees/Separatees. For all other exceptions, the following applies:

Members that are not already physically packing HHGs must stop HHG movement actions unless they meet the following conditions, which include, but are not limited to: humanitarian situations, expired lease, home sale, etc. In this case, the authorization to continue to move HHGs must be approved by the Squadron Commander, First Sergeant or equivalent for staff positions. Members will reschedule HHG moves with their local shipping office (PPSO or TMO), but may not request a HHG packing date before 15 May 2020, or whenever the stop movement order expires.

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

7. MARINE CORPS PROCEDURES

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 PPPO as required), will contact the Marine to verify if he/she wishes to keep their existing move dates based upon unique circumstances, including but NOT limited to the sale of home, termination of lease or privatized housing, or if they wish to change their dates. Detaching Commander or Officer in Charge (O-5 or above) endorsement is required documenting the member's justification and potential risks to execute PCS move during Stop Movement period and will be placed in the Marine's shipment file. TSPs will be notified by notes in DPS, email, or phone call. Personal property pack outs that are already started are authorized to continue as well as all shipments for Retirees/Separatees. Detaching Commander or Officer in Charge (O-5 or above) endorsement is also required when storing/shipping a POV. 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: 703-695-7765, DSN: 225-7765
- Alternate: After Hours US EST: Cell 703-483-0820

8. COAST GUARD PROCEDURES

Coast Guard HHGs, POVs, and UB will only be shipped with an approved Exception to Policy (ETP) granted by Coast Guard Headquarters (CG-133, CG-13, or CG-1). All ETPs will be issued in writing via memo to the member concerned. If dependents are not authorized to accompany the service member that will be specifically stated in the memo. Retirees/Separatees require no ETP or other documentation and should be processed as normal. **All ETP requests will be sent to: hqs-dg-lst-cg-1332-travel@uscg.mil with the subject of "HHG/POV ETP REQUEST".** Questions regarding movement of Coast Guard Personal Property or POVs or the guidance outlined in this advisory contact:

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

9. COCOM ASSIGNED PERSONNEL PROCEDURES

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

10. DEPARTMENT OF STATE ASSIGNED PROCEDURES

Department of Defense shipments eligible for movement by the Department of State will follow the procedures in this advisory.

11. 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.

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