



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/tgh

3 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 006-13(R)/CAP 005-13(R) – Professional Books, Papers and Equipment

1. **SYNOPSIS:** Redefines Professional Books, Papers, and Equipment (PBP&E) and limits the amount of PBP&E to a maximum net weight of 2,000 pounds with no authority to waive the limitation. The PBP&E weight allowance is in addition to the Permanent Change of Station (PCS) household goods (HHG) weight allowance for uniformed members and may be included as HHG for a civilian employee or transported separately as an 'administrative expense' incident to a PCS. Army proposed that a limitation be placed on this allowance as it is subject to abuse. The item contains a grandfather clause to allow anyone who transported more than 2,000 pounds PBP&E overseas prior to the change to return the same PBP&E amount to the CONUS. This change is effective for all Permanent Change of Station (PCS) orders issued on or after 1 May 2014.
2. The Committee Chair has approved the attached changes to the Joint Federal Travel Regulations, Volume 1 (JFTR), and Joint Travel Regulations, Volume 2 (JTR), made in MAP 006-13/CAP 005-13.
3. This determination is an advance notice of the changes to the JFTR and JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JFTR change 327, and JTR change 581, dated 1 March 2014.
5. This determination is *effective on 1 May 2014*, as approved by the Chairman.

//Approved//

TONIA Y. BOCK

Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) PPC

Civilian E-Mail Distribution:

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) CBCA Judges

JFTR REVISIONS

U5310-C:

C. Professional Books, Papers, and Equipment (PBP&E). (See APP A)

1. A member is authorized PBP&E (See APP A definition) transportation IAW the Service procedure, when the member certifies the PBP&E as necessary for official duty at the next PDS (including HOR or HOS upon leaving the Service) and the Service agrees. PBP&E weight may not exceed 2,000 lbs. net weight. ***This limitation is not subject to waiver and is effective 1 May 2014.***

Note: A member may exceed the 2,000 lbs. net weight limit when returning from OCONUS or executing a Consecutive Overseas Tour (COT) if orders OCONUS were issued prior to 1 May 2014. HHG with PBP&E in excess of 2,000 lbs. must have been originally shipped at GOV'T expense to the OCONUS location. The obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E the GOV'T initially authorized to be shipped OCONUS. The member may ship the same amount of PBP&E as originally shipped OCONUS, even though the amount exceeds 2,000 lbs. Once the member's HHG have been returned to CONUS, there is no authorization or waiver authority to exceed the 2,000 lb. limit on a subsequent order.

2. The Secretarial Process may authorize a member a PBP&E (See APP A) weight allowance NTE 500 lbs. that belongs to the member's spouse on a PCS move.
3. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B or UB limit in par. U5320-B.
4. When an item no longer qualifies as PBP&E (including incident to separation, relief from active duty or retirement), it may be transported or placed in NTS incident to the next PCS as PBP&E if it is still HHG.
5. An article which loses its identity as PBP&E continues as HHG, if otherwise qualified.
6. PBP&E must be declared at origin and documented IAW Agency/Service transportation procedure. HHG not declared and/or documented as PBP&E prior to the HHG transportation or not PBP&E for that move is part of the HHG counted against the applicable HHG weight allowance except as noted in par. U5310-C4 for the move following the transition of the HHG from PBP&E to ordinary HHG.

U5310-L:

L. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

- 1. May be shipped in the same manner as HHG and UB but will not be weight constrained nor chargeable to the member's maximum authorized weight allowance or PBP&E allowance,**
- 2. Does not include a modified POV, and**
3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized medical care under Title 10, USC.

U5335-E:

When Shipment Weight Is Unobtainable. If the HHG or UB shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 lbs. per cubic foot for all shipments.

JTR REVISIONS

C5154-C:

C. Professional Books, Papers, and Equipment (PBP&E) (APP A)

*1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C3 ([FTR §302-7.4](#)). The maximum weight allowance for shipment of PBP&E is 2,000 lbs. net weight. *A POV may not be shipped as PBP&E per [FTR §302-9.302](#).*

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

a. Before shipment occurs, an itemized PBP&E (See APP A) inventory must be provided for review by an official designated by the authorizing/order-issuing command.

b. Appropriate information (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.

c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS. [CBCA 1517-RELO, 23 December 2009](#).

3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:

a. The transportation cost is not chargeable to travel and transportation expenses appropriations.

b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) ([FTR §302-7.13](#)).

c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5170-D.

e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense ([FTR §302-7.18](#)). Par. C5167-C details HHG transportation from OCONUS to CONUS PDSs.

f. PBP&E allowance must not exceed 2000 lbs. net weight. *This limitation is not subject to waiver and is effective 1 May 2014.*

Note: An employee may exceed the 2,000 lbs. net weight limit when returning from OCONUS or executing a RAT if a transportation agreement to OCONUS was made prior to 1 May 2014. HHG with PBP&E in excess of 2,000 lbs. must have been originally shipped at GOV'T expense to the OCONUS location. The obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E the GOV'T initially authorized to be shipped OCONUS. The employee may ship the same amount of PBP&E as originally shipped OCONUS, even though the amount exceeds 2,000 lbs. Once the employee's HHG have been returned to CONUS, there is no authorization or waiver authority to exceed the 2,000 lb. limit on a subsequent transportation agreement.

4. Administratively Restricted HHG Weight

a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C3.

b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. **Example:** The typical administratively limited weight allowance is 4,500 lbs. net weight. The employee is allowed up to 2,000 lbs. net weight of PBP&E. The PBP&E, if shipped as HHG, is shipped as part of the 4,500 lbs. net weight of HHG. Any excess PBP&E (over 2,000 lbs. net weight in this case) is not authorized at GOV'T expense.

c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C3.

C5170-D, Note:

D. *****

NOTE: *The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.*

JFTR/JTR REVISIONS

APP A1:

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Member or Employee

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later PDS ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).

2. The following items are PBP&E:

a. Reference material not ordinarily available at the next PDS;

b. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;

c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS ([DoDI 4650.02](#));

e. Individually owned or specially issued field clothing and equipment; and

f. GOV'T-or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

C. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,

2. Sports equipment,

3. Office furniture,

4. Household furniture,

5. Shop fixtures,

6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),

7. Personal computer equipment and peripheral devices,

8. Memorabilia including awards, plaques or other objects presented for past performance,

9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,

10. Other items of a professional nature that will not be necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past

professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

D. Member's Dependent Spouse

1. General

a. *This weight allowance is not applicable to a civilian employee's dependent spouse.*

b. 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.

2. The following items are PBP&E:

a. Reference material,

b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions, and

c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing.