

## USTRANSCOM Personal Property Advisory #20-0058B UPDATE

**Date:** 24 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:** Update: Implementing Stop Movement Orders dated 11 March and 13 March 2020 with 1) Updated USA, USN, and USAF guidance 2) Updated Traffic Management Decision information 3) Updated information for POV shipments

**Purpose:** To provide Personal Property Offices with updated 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. 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 should communicate those restrictions to customers and report those restrictions to USTRANSCOM.

### **2. 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 5-11 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.

**3. Privately Owned Vehicles:** DOD customers should contact the Vehicle Processing Center (VPC) to confirm office hours prior to dropping off their vehicle. Where applicable, and in accordance with procedures (paragraphs 5-11), DOD customers should seek an exception-to-policy prior to dropping off their vehicle at a VPC for shipment. This applies to all shipments to/from all locations worldwide. If applicable, a copy of the exception-to-policy memo must be provided to the VPC.

**4. 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**

### **5. 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**.

Personal Property Processing Offices and Personal Property Shipping Offices require approval/an exception-to-policy for the following situations:

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, BLUE BARK, 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. Further, HHG are authorized to be shipped if Soldier has signed in at the gaining location.

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](mailto:usarmy.ria.asc.list.ild-personal-property@mail.mil)
- Alternate: [usarmy.belvoir.asc.mbx.jpssoma-apple@mail.mil](mailto: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](mailto:gene.thomas32.civ@mail.mil);
- Alternate: Mr. Derrick M. Candler, Chief Transportation Policy, (703) 614-4173, [derrick.m.candler.civ@mail.mil](mailto:derrick.m.candler.civ@mail.mil).

## **6. NAVY PROCEDURES** (Updated 23 March 2020)

For situational awareness, **NAVADMIN 080/20 (212007Z MAR 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.

For questions regarding this advisory, contact:

- Primary: [NAVSUPHQHHGS.fct@navy.mil](mailto:NAVSUPHQHHGS.fct@navy.mil)
- 1<sup>st</sup> Alternate: Mr. Suttan “Tomas” Thomas, [suttan.thomas@navy.mil](mailto:suttan.thomas@navy.mil)
- 2<sup>nd</sup> Alternate: Mr. Dan Wolfert, [daniel.wolfert@navy.mil](mailto:daniel.wolfert@navy.mil)
- OPNAV POC: Ms. Jo Policastro, [jo.policastro@navy.mil](mailto:jo.policastro@navy.mil)

## **7. AIR FORCE PROCEDURES** (Updated 23 March 2020)

Air Force military and civilian PCS moves are at an All Stop until 11 May 2020, IAW SECDEF’s Stop Movement Order, dated 13 March 2020. There are six (6) current exemptions authorized to continue:

- Personal Property pack outs already started
- Shipments for members traveling from CONUS (includes Hawaii/Alaska and US territories) to OCONUS Centers for Disease Control (CDC) Travel Health Notices Level 2 (COVID-19) designated locations
- Shipments for members traveling from OCONUS CDC Travel Health Notices Level 2 (COVID-19) designated locations to CONUS (includes Hawaii/Alaska and US territories)
- Shipments for members traveling from CDC Travel Health Notices Level 2 (COVID-19) designated locations to CDC Travel Health Notices Level 2 (COVID-19) designated locations
- 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 for Retirees/Separatees/Blue Bark

For all other exceptions, the following applies:

Members must stop HHG 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, 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 who do not meet the aforementioned criteria and current exceptions, 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. 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](mailto:ppahq.ppec.customerservice@us.af.mil)
- Primary: Commercial telephone: 210-652-3357, DSN: 487-3357
- Alternate: Col Craig PUNCHES @ [craig.punches@us.af.mil](mailto:craig.punches@us.af.mil)

## **8. 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](mailto:usmcpersonalproperty@usmc.mil)
- Primary: Commercial telephone: 703-695-7765, DSN: 225-7765
- Alternate: After Hours US EST: Cell 703-483-0820

## **9. 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](mailto: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](mailto: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**

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

**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).