USTRANSCOM Personal Property Advisory #20-0058C UPDATE

Date: 27 March 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 Orders dated 11 March, 13 March, and 24 March with 1) Updated Army, Navy, Air Force, Marine Corps, and Coast Guard guidance 2) Updated POV guidance 3) 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 and 2) advise customers on submitting exception-to-policy (ETP) 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 must 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) approval to move per Service specific guidance per paragraphs 5-11.

   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 to upload into DPS and for the shipment to proceed.

   c. 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.

   d. 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.

   e. 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.

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. 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 (Updated 27 March 2020)

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 DO NOT 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, 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. 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
- Alternate: usarmy.belvoir.asc.mbx.jppsoma-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 27 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.

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 25 MAY, 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
- 1st Alternate: Mr. Sutten “Tomas” Thomas, sutten.thomas@navy.mil
- 2nd Alternate: Mr. Dan Wolfert, daniel.wolfert@navy.mil
- OPNAV POC: Ms. Jo Policastro, jo.policastro@navy.mil

7. AIR FORCE PROCEDURES (Updated 27 March 2020)

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. Stop Movement of all international travel is in effect until 24 May 2020, IAW SECDEF’s MOD 01 TO REVISION 01, dated 24 Mar 2020. There are four (4) exemptions authorized to continue:

- Personal Property pack outs already started
- Shipments for Global Force Management activities with Joint Staff Director of Operations (DJ-3) waiver
• 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/BLUEBARK

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, 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.

Members who do not meet the aforementioned criteria and current exceptions, will reschedule personal property moves with their local shipping office (PPSO or TMO), but may not request a personal property packing date before 15 May 2020 for PCS within CONUS, 24 May 2020 for PCS to/from OCONUS, 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
• Primary: Commercial telephone: 210-652-3357, DSN: 487-3357
• Alternate: Col Craig Punches @ craig.punches@us.af.mil

8. MARINE CORPS PROCEDURES (Updated 27 March 2020)

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 other issue directly related to COVID-19 Stop Movement. Detaching Commander or Officer in Charge (O-5 or above) endorsement is required for pickup and storage/shipment in order to document the member’s justification for executing the transportation allowances that are only associated with their current PCS orders during Stop Movement period and will be placed in the Marine’s shipment file. TSPs will be notified by notes in DPS per this advisory attachment. Personal property pack outs that are already started are authorized to continue as well as all shipments for Accession Marines to their first Permanent Duty Station, Retirees and Separates, Deceased Marines and when Marines are approved for an Exception to Policy to Travel by the first General Officer or member of the Senior Executive Service in their command. 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:
9. COAST GUARD PROCEDURES (Updated 27 March 2020)

For situational awareness, **ALCOAST 98/20 (202055Z MAR 20)** provides guidance for Service members and Coast Guard civilians regarding travel. Specific guidance regarding PCS and shipping household goods including POVs is forthcoming.

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](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).
Attachment 1 to 20-0058C

1. **Standard Statements in DPS**

   a. Personal Property Processing Offices (PPPOs) and Personal Property Shipping Offices (PPSOs) must update DPS with one the following fourteen statements to ensure TSPs understand disposition and to support overall program management.

      i. Approved to move to destination; separating
      ii. Approved to move to destination; retiring
      iii. Approved to move to destination; member received waiver
      iv. Approved to move to destination; member Exempt

      v. Approved to place into SIT@O*; separating
      vi. Approved to place into SIT@O*; retiring
      vii. Approved to place into SIT@O*; member received waiver
      viii. Approved to place into SIT@O*; exempt for pickup into SIT, Shipment to destination not authorized.

      ix. Approved to move to destination; NTSR separating
      x. Approved to move to destination; NTSR retiring
      xi. Approved to move to destination; NTSR member received waiver
      xii. Approved to move to destination; NTSR member Exempt

      xiii. Approved to move into NTS for 180 days; separating
      xiv. Approved to move into NTS for 1 year; retiring

   *PPSO must enter a DPS Pre-Approval

   b. PPPOs and PPSOs must ensure that all customers whose original requested pack/pickup is impacted by Stop Move Orders have their Bills of Lading annotated as either “AUTHORIZED 0058 MOVE” or “DELAYED BY 0058” as described below.

      i. **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.

2. **Prior to Route and Book and moving during the Stop Move Window**

   a. Add an extra pickup and in the Street Address enter “AUTHORIZED 0058 MOVE.” In addition, annotate one of the fourteen statements above in the additional remarks section on the Basic HHG screen of the counseling module. Ideally this should be done at the PPPO level during counseling prior to submission. When entered, the statements will be visible on the BL and in Shipment Management Tab under Special Items – Remarks, for ALCON. This is critical for program analytics.
Attachment 1 to 20-0058C

b. A BL Correction (SF1200) is not required for SIT at Origin

3. Prior to Route and Book and moving AFTER the Stop Move Window

a. Click on “Enter Extra Pickup” on the shipment management screen and enter “DELAYED BY 0058” in the extra pickup address. In addition, annotate one of the fourteen statements above in the additional remarks section on the Basic HHG screen of the counseling module. Ideally this should be done at the PPPO level during counseling prior to submission. When entered, the statements will be visible on the BL and in Shipment Management Tab under Special Items – Remarks, for ALCON. This is critical for program analytics.

4. In Shipment Management or After Award and moving during the Stop Move Window:

a. PPPO/PPSO Responsibility

i. BLs that have NOT been printed but movement has been authorized during the stop movement period, add an extra pickup by clicking on “Enter Extra Pickup” on the shipment management screen and enter “AUTHORIZED 0058 MOVE” in the extra pickup address.

ii. Shipments not awarded or BLs that have not been printed but movement has been authorized during the stop movement window, add an extra pickup by clicking on “Enter Extra Pickup” on the shipment management screen and enter “AUTHORIZED 0058 MOVE” in the extra pickup address.

iii. BLs THAT HAVE been printed without “AUTHORIZED 0058 MOVE” and moving during the stop movement window, enter one of the fourteen statements in the “Additional Remarks” field and accomplish an SF1200.

b. TSP Responsibility

i. Verify that shipments are either marked as “AUTHORIZED 0058 MOVE” in the extra pickup address or that one of the fourteen statements have been annotated in the Special Remarks or Additional Remarks Sections

ii. Request SIT at Origin Pre approval if not pre-approved by PPSO

iii. Contact the responsible PPSO’s for guidance when remarks have not been annotated

5. In Shipment Management or After Award and moving AFTER the Stop Move Window:

a. PPPO/PPSO Responsibility

i. BLs that have NOT been printed but movement has been authorized AFTER the stop movement period, add an extra pickup by clicking on “Enter Extra Pickup” on the shipment management screen and enter “DELAYED BY 0058” in the extra pickup address.

ii. Shipments not awarded or BLs that have not been printed but movement has been authorized AFTER the stop movement period, add an extra pickup by clicking on
Attachment 1 to 20-0058C

“Enter Extra Pickup” on the shipment management screen and enter “DELAYED BY 0058” in the extra pickup address.

iii. BLs THAT HAVE been printed without “DELAYED BY 0058” and moving AFTER the stop movement window, enter one of the fourteen statements in the “Additional Remarks” field and accomplish an SF1200

b. TSP Responsibility

i. Verify that shipments are either marked as “DELAYED BY 0058” in the extra pickup address or that one of the fourteen statements have been annotated in the Special Remarks or Additional Remarks Sections

ii. Request SIT at Origin Pre approval if not pre-approved by PPSO

iii. Contact the responsible PPSO’s for guidance when remarks have not been annotated
When BL has been printed and one of the statements below is annotated in “additional remarks” proceed to generate the SF1200/Correction Notice.

- Approved to move to destination; separation
- Approved to move to destination; retiring
- Approved to move to destination; member received waiver
- Approved to move to destination; member Exempt
**View/Edit Shipment Information**

You have updated shipment information that has generated a GBL Correction. Click the Generate GBL Correction button to closeout the GBL Correction process and print the GBL Correction. Note that you can continue to edit other GBL Correction relevant shipment information, which will also go on this same GBL Correction, until the Generate GBL Correction button is clicked.

### Primary Information:

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<td>Receiving Agent</td>
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<td>Requested Latest Pickup Date</td>
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<td>Requested Delivery Date</td>
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### TSP and Servicing Agent Info:

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<td>Origin Servicing Agent</td>
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<td>Origin Servicing Agent Phone Number</td>
<td>866-739-7856</td>
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<tr>
<td>Origin Servicing Agent Email</td>
<td><a href="mailto:atlascarriers@totalmm.com">atlascarriers@totalmm.com</a></td>
</tr>
<tr>
<td>Destination Servicing Agent</td>
<td>ATLANTIC RELOCATION SYSTEMS</td>
</tr>
<tr>
<td>Destination Servicing Agent Phone Number</td>
<td>866-739-7856</td>
</tr>
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</table>
In GBL Additional Remarks: Enter BLOCK 25: Remarks

1) For shipments moving **DURING** the Stop Move Window enter “AUTH 0058 MOVE"
2) For shipments moving **AFTER** the Stop Move Window enter “DELAYED BY 0058”
Confirm GBLCorrection

The GBL Correction process has been completed, with all relevant edits added to the GBL Correction Notice. A TSP notification has been generated. Click the Print SF1200 link to print the notice, or click the Return button to return to the View/Edit Shipment page. Note that the GBLCorrection can additionally be printed at any time via the Print Forms link in the left navigation.

Print SF1200 (GBLCorrection)

This page will pop up and you will click “Print SF1200 GBL Correction”
Corrections show in blocks 13 & 14.
End