

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT COMMAND  
JOINT PERSONNEL PROPERTY SHIPPING OFFICE LEWIS - MCCHORD  
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IMWE-JBLM-JPP

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MEMORANDUM FOR DISTRIBUTION

SUBJECT: Helpful Tips for the PCS Summer Moves

Spring time is here and the Summer PCS Moves have already started up again when many Soldiers, Airmen, Sailors, Marines and DOD civilian employees will be getting their orders if they haven't already. As we all know, the excitement and anticipation of heading out toward our new duty assignments, or going back home and enrolling in college after separating from the service, or even just retiring bring some new and old challenges for each of us. *We at JPPSO Lewis – McChord would like to take just a few moments of your valuable time to share 12 very important items of information with you that we hope will assist you with your up-coming move.*

1. An appointment is required to attend any one of the six different types of briefings. Unfortunately, appointments must be made in person. Sorry!
2. With the EXCEPTION of a Personally Procured Move (PPM) or using the old acronym DITY for Do It Yourself MOVE Briefing, you can attend these briefings without orders. However, we cannot confirm your requested move dates until we have four copies of your orders. We are located in Waller Hall, in Room 500. Our briefing schedules are as follows:

<u>Day</u>	<u>Time</u>	<u>Types of Briefings</u>
Mondays	0900 – 1100	Domestic Shipping
	1130 – 1230	Personally Procured Move
	1300 – 1400	Local Moves
Tuesdays	0900 – 1100	Separation/Retirement Shipping
	1130 – 1230	Personally Procured Move
	1300 – 1530	Overseas
Wednesdays	0900 – 1100	Domestic Shipping
	1130 – 1230	Personally Procured Move
	1300 – 1500	Domestic Shipping
Thursdays	0900 – 1100	Separation/Retirement Shipping
	1130 – 1230	Personally Procured Move
	1300 – 1530	Overseas
Fridays	0900 – 1100	Domestic Shipping
	1300– 1500	Local Moves (Except on DONSA's. This is JPPSO LM Training Afternoon.)

Immediately after the briefing, if you have your orders in hand we will start preparing your application and requesting your desired move dates with the carriers. However, if you do not have your orders, you will need to return to see a counselor upon receipt

of orders. Currently our average waiting time is less than 35 minutes. When we get fully staffed, we hope to reduce the waiting time to 10 minutes. However, if you have to wait, we request your patience and understanding

3. However, if you cannot attending a PCS Briefings, you have the option of going On-Line and Self Counsel Yourself by using the DPS Self Counseling Module.
  - a. Go to SDDC's link, [www.move.mil](http://www.move.mil). Register and then perform your own self counseling. Once you complete the self counseling, your shipment request will be electronically sent to JPPSO Lewis-McChord where it will be verified and then forwarded to the booking agent for booking. Thereby saving valuable time and energy as well as expediting the process. You must submit a copy of your PCS Orders to JPPSO Lewis-McChord via Fax at 253-967-9475, and or E-Mail at [lewisjppsocustomerservice@conus.army.mil](mailto:lewisjppsocustomerservice@conus.army.mil) to complete the process. Once the shipment is booked the carrier will notify you which of their agents will be contacting you and will be setting the pack-out dates. With the current - valid E-Mail address that you provide as well as a telephone number you can maintain communication throughout the entire move with the carrier as well as establishing delivery dates at your final destination.
  - b. There are some restrictions that each of the military services have placed as to who cannot use this new system. For the U. S. Army, the below listed restriction apply:
    - 1) If this is your first personal property move.
    - 2) If this is your last personal property move (i.e. ETS and or Retirement.)
    - 3) If you are storing or moving personal property in conjunction with contingency orders, or in conjunction with a designated location for your dependents to an OCONUS or Non-Foreign OCONUS Locations.
    - 4) If you're not the property owner and using a Power of Attorney
    - 5) If you're moving personal property as "Next of Kin" or a Summary Court Officer.
    - 6) If you are moving your personal property in a Local Move either from Off-Post to On-Post or reverse On-Post to Off-Post.
    - 7) f you are moving your personal property to a unique destination such as Morocco and or if you are moving a mobile home and or boat.
4. **Personal Procured Move (PPM) Briefing:** When you schedule a PPM Briefing , you will need only one copy of your orders and any amendment(s). You will then be given a PPM worksheet. This PPM worksheet will need to be completed and a copy of your order and any amendment(s) given to the "Briefing Appointment Scheduler." Who will then verify the information and your PPM Briefing appointment date and time will be confirmed. The reason for this is when you schedule your appointment; you will be dropping off your orders and the worksheet with us. We then will create an application for you and do the calculation of what your monetary incentive will be. So when you return for your PPM Briefing, we will have completed 80 percent of the work. When the briefing is over, if you wish to draw an advance all you have to do is fax your application and orders to DFAS Rome and they will electronically transfer your advance payment to your bank account. Please see the below attachments titled Personal Procured Move Worksheet and PPM Information Sheet Page 1 and 2 for more information.

5. **For PCS Government Procured Move Only:** We have a contractual agreement to give the carriers – agents advance notice of 7 calendar days to pick up your personal property - household goods. The more time we can give the carrier, especially during the Summer Months the better the chances are we will be able to get the dates that you want, instead of having to jump through the hoop and change your plans for annual leave, visiting relatives etc. So, please make your briefing appointment as soon as possible to avoid the rush and potential delay of your departure from Joint Base Lewis - McChord. **Again, for Government Procured Moves, you do not need your order to attending the briefing nor to fill out any of the paperwork. However, we cannot book your shipment until we get a copy of your orders.**
6. If someone else is setting the move up for you A Power of Attorney is required.
7. **Ensure you do not exceed your weight allowance.**
  - a. It is painful to have to pay a monetary penalty because you were overweight on your personal property shipment. For those of you who've had to pay those penalties you can attest to this. These penalties range from as low as a few hundred dollars to as high as a couple of thousands of dollars. **Remember you could prevent this from happening and or from happening again.**
  - b. First, you need to take a realistic look of what you and your family have accumulated over the years. If you were close to your maximum weight allowance when you reported to Joint Base Lewis-McChord, the chances that you picked up a few things while here that will surely put you over your weight allowance. You and your spouse may want to consider having a yard sale or donating some of your old items to charity, like to your church, Good Will, or some other charitable organization. Remember donations to charitable organization are tax deductible. Make sure you get a receipt from the organization you donated it to. You may want to talk with your tax adviser for more detailed information on donations.
8. **Professional Books, Papers and Equipment (PBP&E) or Pro Gear for the Service Member**
  - a. Over the last few years, Headquarters Department of the Army (DA) G-1 has expressed some concerns to DA G-4, regarding the dramatic increase in the cost of Permanent Change of Station (PCS) moves. DA G-4 has directed effective immediately that **all** of the Army's Shipping Offices are to report to the destination Installation Transportation Office (ITO) of any Army service member claiming an **ENORMOUS Amount of PBP&E.** The destination ITO upon delivery of your personal property will then have an inspector inspect the PBP&E that you are claiming. If the claimed PBP&E does not meet the legal definition, you will be charged for it against your Personal Property Weight Allowance. The question you may be asking is what is an **ENORMOUS Amount of PBP&E?** We recommend using the 10% rule.
  - b. Previously I wrote, "Many years ago, it used to be that you could claim up to 10 percent of your weight allowance for those items that were considered to be PBP&E. However, that is no longer true. However, if you were to claim more than 10 percent, it is most likely that someone at the Defense Finance and Account Service (DFAS) may request a reweigh verification of your shipment to determine the validity of your claim."

- c. Since there appears to be lot of personnel claiming more than 10% of their weight allowance as PBP&E, try not to place yourself on the "Skyline." Please review and consider my suggestion in Paragraph 7b above.
  - d. However, if indeed you have PBP&E that does exceed the 10% guide. I suggest that you take the time to make a list and break it down into following categories of your PBP&E, just in case your PBP&E claim is audit. *It will be a lot of work on your part. But in the end, it just may prove to be worth your while. If you don't, then there is a potential for a lot of Dollars and Cents coming out of your pocket.*
    - 1) **Professional Book and Papers**: Reference material list by title and author.
    - 2) **Equipment**: Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
    - 3) **Communication Equipment**: Communication equipment used by a member in association with the MARS (see DODD 4650.2);
    - 4) **Special Clothing**: 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;
    - 5) **Individually Owned or Specially Clothing**: Individually owned or specially issued field clothing and equipment;
    - 6) **Awards**: An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/GOV'T or foreign country for significant contributions ICW official duties; and
    - 7) **Personal Computers**: Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of computer speakers
  - e. It is the service members' responsibility to separate their PBP&E from their spouse PBP&E, weighed separately and annotated as the service members' PBP&E on the descriptive inventory.
9. **Professional Books, Papers and Equipment (PBP&E) or Pro Gear for the Spouse of Service Members**
- a. Effective 12 Jan 2009, the Joint Federal Travel Regulations (JFTR) was changed that permitted spouses of service members **may be authorize** an additional weight not to exceed (NTE) 500 pounds for PBP&E that belongs to the member's spouse when on a permanent change of station. PBP&E for a member's spouse is defined in JFTR, Appendix A, as HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination.
  - b. The following items are PBP&E for a member's spouse (JFTR, Appendix A):
    - 1) Reference material,
    - 2) Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
    - 3) 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; and
    - 4) Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

- c. Items that are excluded from PBP&E are commercial products for sale/resale used in conducting business, sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.
- d. **The service members must request, in writing, for this weight allowance for their dependent spouse.** Please see the attached sample of the request.
- a. PBP&E must be declared separately for the member and the spouse. The PBP&E for the spouse may not exceed 500 pounds. PBP&E exceeding 500 pounds is added to the weight of the household goods. You may want to follow the same suggested example for the service members of identifying the Spouse's PBP&E.
- e. It's the service member's responsibility to separate the spouse PBP&E from the service member's PBP&E for packing.
- f. Spouse PBP&E must be weighed separately and annotated as spouse PBP&E on the descriptive inventory.

#### 10. **Monitor the Packers**

- a. The agent for the carrier that will come to your residence to wrap, pack, load and ship your personal property to your next duty station, home of record, home of selection and or storage will do a pre-pack out survey. This survey will determine what assets the agent will need to pack you out properly. Some of our local agents have been in business for a very long time and can guess how much weight you are shipping within a few pounds of the actual weight. However, there are others that are not so accurate in their estimation. You need to be very proactive in this area. Please review item 1a&b above.
- b. Do not under estimate your weight thinking that the agent's packers can pack you out faster. If you under estimate your weight trying to get a one or two day pack-out, the packers may damage your personal property in their haste in an attempt to meet that one or two day requirement.
- c. Review the inventory sheets that the agent of the carrier prepares for you before signing it. **Make sure your PBP&E items have been properly annotated on the inventory sheets for you and your spouse.** In addition, you especially want to look at how the agent describes the condition of your electronic items such as television set, stereo equipment. Make sure you write an exception statement on the inventory that your television and or stereo equipment is in excellent working condition when you turned it over to the agent – carrier.
- d. Have a pizza party and invite some of your friends to help you monitor the packers. As you may have already experienced, during a pack-out, the crew will consist of several packers; one or two packers wrapping and packing in different rooms at the same time. It is literally impossible for you see to what they are doing in the different rooms at the same time.

#### 11. **Valuable Items**

- a. Do not ship small, extremely valuable items, such as expensive jewelry, valuable coins, coin collections and items of great sentimental value such as photo albums. You may want to pack those type items in your suitcase and hand-carry them as well as your purchase receipts, photos and appraisals.
- b. Have your expensive and valuable items appraised, especially artwork, expensive collectible, antiques, and heirlooms. The government will not pay for the appraisals, but consider this part of your investment in the event of loss or damage.

- c. You should consult with a tax specialist regarding appraisals costs. This cost may be tax deductible on your Federal and State Income Taxes as Non-Reimbursable Relocation Expenses.
- d. It is a good idea to take close up pictures to show the condition of your furniture and show what your expensive and valuable items look like. You must be able to show the item as it was and how much it was worth if the item is lost or damaged during shipment. Recently, I have had several families' complain to me that their 52" television set was broken while in transit. However, the carriers want to have some form of proof that the television was in good working condition before they come to your residence to wrap, pack and ship the television before they settle your claim.
- e. So please take pictures of your television sets while the packers are there, and have the packer observe you while you are taking the picture(s) while the television is on. Please refer above to item 3c.

12. **Travel Documents**

- a. This may sound silly, but over the years, I have heard quite a few similar "War Stories" from Soldiers, Sailor, Marines, DOD civilians saying, "I am flying out in three days, and I had my orders, airline tickets, and passport for my family in my attaché case. And I left my attaché case in the corner and the packers packed it! How do I get a new passport in two days for my family?"
- b. If you are going overseas, make sure you place your travel documents in a place where the packers will not pack them like the back seat/trunk of your car.

My staff and I are committed to providing the best quality service that we can to you. We look forward to seeing you at our briefings and addressing your concerns.

And lastly, thank you for giving us the opportunity to serve you.

***Semper Fidelis***



ARTHUR S. DEAREN  
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