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FM COMDT COGARD WASHINGTON DC//CG-13//

TO ALCOAST

UNCLAS //N04050//

ALCOAST 077/17

COMDNOTE 4050

SUBJ: PERSONALLY PROCURED MOVEMENTS (PPM) OF HOUSEHOLD GOODS (HHG)

A. Joint Travel Regulations

B. Government Travel Charge Card (GTCC) Program Policies and Procedures,

COMDTINST M4600.18 (series)

1. Transfer season 2017 is quickly approaching, as is the HHG transportation peak season, which runs from 15 May through 31 Aug. During peak season it may be difficult to secure a Government-contracted transportation service provider (TSP) that meets the desired packing, pick-up, and delivery dates of everyone affected. If a TSP cannot be contracted, or if a member prefers, they may perform a full or partial PPM and receive the incentive payment of 95% of the government's constructed expense, not to exceed the authorized weight allowance as published in REF (A).

2. Members are responsible for understanding their HHG entitlements found in REF (A) and the proper PPM process contained in this ALCOAST. Waivers of the requirements in this ALCOAST may not be approved. To prevent delays or denial of PPM claims, commands are highly encouraged to provide all members departing on PCS orders or separating from the Coast Guard a printed copy of this ALCOAST, and include HHG counseling on their PCS check-out sheets.

3. IAW Ch. 1, Par. D. of REF (B), use of a GTCC for transporting HHG is prohibited, to include expenses incurred from a PPM, and may result in administrative and/or disciplinary action, and closure of a member's GTCC account.

4. Members electing to perform a PPM must receive counseling and an approved Application for Do It Yourself Move and Counseling Checklist, DD Form 2278 from their point of origin transportation officer (TO). PPM claims that do not include the DD Form 2278 approved by the origin TO and signed by the member are considered "after-the-fact," and may not be eligible for the full incentive payment, unless the member can prove circumstances beyond their control (e.g., severe weather conditions, medical emergencies, or short-fused PCS orders) prevented proper PPM counseling.

5. Coast Guard members frequently receive PPM counseling from TOs operated by other military service branches. To avoid confusion and ensure PPM claims are in compliance with current Coast Guard requirements, members should visit <http://www.fincen.uscg.mil/dity.htm> for the PPM Checklist and further guidance on obtaining accurate weight tickets, especially if towing a privately owned vehicle (POV).

6. To schedule HHG shipments, including PPM authorization, members must access the Defense personal Property System (DPS) at www.move.mil. Members must register for a username and password with a valid civilian email account. Registration may take up to 72 hours, so members should plan accordingly. Once the member's HHG move has been requested in DPS, a copy of the signed PCS orders must be provided to the origin TO for approval.

7. PPMs may be conducted in a variety of ways, including privately-contracted TSPs, self-service moving companies, use of a privately owned or rental vehicle or trailer, or any combination thereof. Members should seek the guidance of their origin TO to best estimate potential financial impacts of performing a PPM based on their individual allowance and circumstance.

8. To receive the incentive payment for performing a PPM, members must provide certified loaded and unloaded weight tickets from the point of origin. Both the loaded and unloaded tickets must notate the member's name and employee identification number, clearly indicate which vehicle is being weighed, and whether the weight ticket is for an unloaded/loaded vehicle or trailer. Vehicle registrations may not substitute for an unloaded weight ticket for a PPM claim.

9. Boats with their associated trailers are considered HHG. Members performing a PPM of a boat and trailer are only required to have one weight ticket, clearly indicating the boat and trailer's combined weight. A trailer alone is not considered HHG, and if the weight ticket does not clearly indicate the included boat, the weight of the trailer axle will be subtracted from the total weight used to calculate the PPM incentive payment. PPM claims for boat and trailer moves must also include a copy of the registration for the boat and/or trailer, as noted on the PPM checklist.

10. Members contracting their own TSP should be aware that full replacement value insurance may not be included, and any damage claims must be handled privately with their contracted TSP. If a member desires insurance beyond their contracted TSP's coverage, they should contact a commercial service provider. Also, members contracting a self-serve moving company must remind the contractor that unloaded and loaded weight tickets for portable containers are required to receive an incentive payment.

11. If a member owns HHG at more than one location, weight tickets (loaded and unloaded), and an approved DD Form 2278 is required for each point of origin. HHG shipping rates vary per location, and the incentive payment for the combined PPMs of all HHG may not exceed the

Government's best value cost of transporting the member's authorized PCS weight allowance in one lot between authorized locations.

12. Members must plan ahead to ensure that certified weight scales are available at origin at the time and date they begin their move. The importance of this requirement cannot be overstated. PPM claims without unloaded and loaded weight tickets from the point of origin may only be reimbursed for authorized actual cost.

13. Locations not having HHG transportation rates on file are known as one-time only (OTO) locations. Members conducting a PPM to, from, or between OTO locations may only be reimbursed for authorized actual expenses and not the incentive payment listed in Par. 1. of this ALCOAST. For a member to be reimbursed for conducting an OTO PPM they must request a memorandum from their local TO authorizing an actual cost PPM, and submit the memorandum along with a completed Travel Voucher or Subvoucher, DD Form 1351-2, a copy of their signed orders, and receipts to the Coast Guard Finance Center. Members mailing HHG through the U.S. Postal Service (USPS) can only be reimbursed for actual costs. PPMs conducted through the USPS must be entered in DPS as an actual cost PPM.

14. Eligible Members who elect to ship a second privately owned vehicle (POV) in CONUS are encouraged to review the guidance at www.move.mil/dod/before_you_begin/privately_owned_vehicles.cfm to determine requirements, reimbursement, excess costs, and restrictions that may apply to their respective vehicle, destination, and dependency status. Members shipping in CONUS are not entitled to reimbursement for delivery to, or pick-up from the carrier. Member's orders must reflect entitlement and maximum reimbursement to ship a POV. Proof of POV ownership by member or lawful dependent must be provided. Authorization to ship a POV in CONUS when a member is physically unable to drive, or there is insufficient time in accordance with 5322-A.1.b. of REF (A) may only be granted by COMDT (CG-1332).

15. COMDT (CG-1332) POCs are CWO Sara Pepin at 202-475-5402, sara.e.pepin@uscg.mil or Mr. Tony Pearson at 202-475-5368, anthony.h.pearson@uscg.mil

16. RADM Kurt B. Hinrichs, Director of Reserve and Military Personnel, sends.

17. Internet release authorized