

417TH BASE SUPPORT BATTALION KITZINGEN



WELCOME TO YOUR TRANSPORTATION OFFICE

Servicing:

KITZINGEN

WUERZBURG

GIEBELSTADT

Outbound and Travel (Portcall)
Information

August 2004 Edition

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INTRODUCTION

A successful move is not a matter of chance. It is the result of careful planning and hard work. At the center of these efforts are you - the shipper. If you expect a good move, you must play an active role.

This pamphlet has been prepared to help you understand your entitlements and responsibilities concerning shipment of household goods, unaccompanied baggage, privately owned vehicles, and port call/ travel. Not every question concerning shipments or port calls can be addressed here, but you are invited to ask specific questions during your briefings. It's your move, ask questions, read what you sign and get involved!

It is important that you contact the Transportation Office as soon as you are ready to plan your move and have received your orders.



**NO SHIPMENT CAN BE PROCESSED
WITHOUT VALID ORDERS.**

It is equally important that you contact your destination's Transportation Office immediately upon your arrival in the area of your new duty station, whether you have already a permanent residence or not.

We want to provide you and your family the best possible service and arrange your pickup and delivery dates as requested by you but due to heavy demand or emergency moves, we may not be able to accommodate you if you apply late.

The earlier you contact the transportation office, the greater your chances of moving on the date you select.

Check all documents carefully before you sign! Do not miss your appointments; if your application for shipment is *not* complete, all arrangements will be *cancelled*.

1.0 OUTBOUND SHIPMENTS

A. 14-DAY TIMEFRAME FOR SHIPMENT APPLICATIONS

In order to prepare the necessary documents for your shipment we need at least 14 (*fourteen*) working days. The Transportation Office cannot accept applications for pick-up with a shorter notice period unless written certification of an emergency is supplied. See us well in advance of your selected date for pick-up to allow for sufficient time for preparation of your move. If you

cannot see Transportation personally, you may appoint someone to act on your behalf by Power of Attorney, which your Legal Assistance Office can help you prepare. Even your spouse needs this authorization to act on your behalf. Be sure the person you choose knows and has all the facts to make the right arrangements.

Your appointed agent acts on your behalf, therefore you are responsible for her/ his decisions. The Transportation Office has to accept such decisions as coming directly from you.

B. DOCUMENTS YOU WILL NEED

Please bring six (6) copies of your orders *-and amendments, if applicable-* for each shipment you intend to arrange for. For example: 6 for UB + 6 for HHG = 12 copies.

The high volume of customers we take care of prevents us from making all the necessary copies. Please bring all copies with you.

After you sign-in for counseling, please fill out the following forms before you see your counselor:

- Transportation worksheet*
- Inventory (DD Form 1701)*

The inventory will give us a rough estimate of the volume and weight of your move. You do not need to enter every small item, however, do enter *all* major items. If you have items in storage, please bring along the relevant documents.

C. SHIPMENT APPLICATIONS

You will receive counseling on your entitlements and responsibilities. You will sign your documents and receive copies of all forms. Keep them safe; do not pack them with your HHG because you will need them at your destination. Listen carefully to what your counselor says; ask questions if something needs to be clarified. With your signature, you confirm that you have been fully briefed and informed about terms and conditions of your shipment.

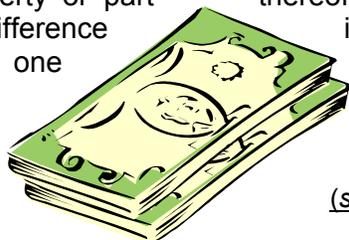
Call your counselor to confirm your pickup date. The requested date might be changed if no capacity for that day is available.

D. DESTINATION

The authorized destination for PCS moves is *your next duty station*; for ETS moves is *your home of record, or place of enlistment within CONUS*. For retirees is *your home of selection within CONUS*.

If you decide to ship your property or part thereof to any other destination, you must pay all excess charges, i.e. the difference in carrier's rate between the authorized destination and the one you select.

EXCESS DISTANCE CAN



COST YOU BIG MONEY.

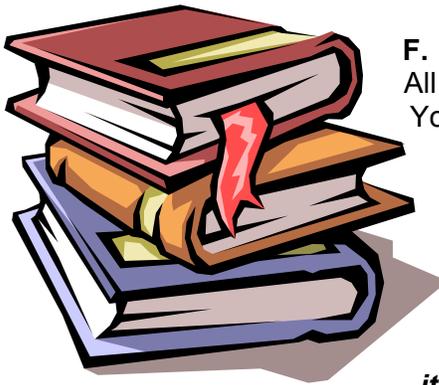
E. WEIGHT ALLOWANCES

(see page 18)

Your weight allowance is the maximum weight that can be moved at government expense under the Joint Federal Travel Regulation (JFTR). Related to your rank/pay grade, length of tour, single or married status, your allowance includes household goods, unaccompanied baggage and every part of your property you have in storage.

You are responsible for staying within your weight allowance.

Weight estimates based upon your inventory are not official. The official weight is obtained after pickup, when the carrier weighs the shipment on certified scales. Any excess weight is determined then and you will be charged accordingly. Charges for excess weight range from a few to several hundred dollars depending on distance and rate. To avoid these possible charges, weed out possessions well ahead of your shipment date.



F. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT

All service members are authorized the shipment of *PBP&E*. You must declare as *PBP&E* all items you actually need to perform your MOS (BDU's do not fall into this category) when making your arrangements for pickup with your counselor. Place all *PBP&E* in a separate and identified area to be packed and marked. They will *not* be added to the weight of your shipment.

The moving company cannot accept PBP&E if these items were not declared at the Transportation Office.

Note: Civilian employees of all agencies are **not** automatically entitled to ship *PBP&E* in excess of their weight allowance, but must obtain written approval of their gaining unit/department **prior** to shipment application.

G. UNAUTHORIZED ITEMS

A list of prohibited or restricted items, which you are not allowed to ship to the US, is enclosed (see pages 15 & 16). When in doubt about some item, ask for advice when you see *MP CUSTOMS*.

H. PRE-INSPECTION

If you are shipping household goods with a volume in excess of 4000 lbs. or have furniture which needs to be disassembled, the moving company *may* conduct a pre-inspection in order to determine numbers of boxes and packing materials needed. Your counselor will supply a date and approximate time for the pre-inspection.

Be at home for your pre-inspection, this is an important part of your shipping arrangements.

I. CHANGE OF ORDERS

In case your orders are amended, changed or revoked prior to actual pickup, you must **immediately** inform your counselor **in person** and provide new order copies and change your arrangements, if needed. Cancellations of pick-ups by phone will not be accepted. If you fail to inform the Transportation Office of a cancellation, the moving company will attempt to pick-up your belongings at the pre-arranged date, and they *will charge you* for the attempt. So make sure you inform your counselor in time to change arrangements.

J. CHANGE OF PICK-UP DATE

Change of confirmed pick-up dates is only possible **for emergencies**. You can request a one-day release from duty for outbound unaccompanied baggage and a two-day release from duty for outbound household goods.

Emergencies have to be certified by unit commanders or medical authorities. The Transportation Office will accept no request for changes without written confirmation.

K. THE ACTUAL MOVE

Your Transportation Office will make all arrangements necessary to schedule the packing and pick-up of your household goods and unaccompanied baggage. It is up to you to make the actual move a smooth operation by following a few general rules:

1. Before the day of your move, prepare documentary evidence that can help you to establish: (a) ownership of property, (b) loss of or damage to property, and (c) value of the loss. **Keep your receipts!** Receipts are excellent proof of ownership and value. Ship your receipt for expensive or newly purchased items separately or hand-carry them with your important papers. Photographs and homemade videotapes are also excellent proof of ownership.
2. Separate all items not to be packed and store them in a safe place not accessible to the packers. Do not forget to place passports, keys, wallets, certificates, tickets, etc. where they cannot be accidentally packed.

If you request the moving company to open boxes to search for items packed by mistake, the company will charge you.

3. Remove property from attics or areas where packers could not stand straight. Disconnect and disassemble all appliances and electronic components such as stereos, turntables, TV and VCR's. Packers are not authorized to disconnect or disassemble electronic equipment or to remove property from attics or crawl spaces.
4. Keep children and pets out of the packers' way.
5. Cartons and packing material provided by the moving company should be new or, if used, in sound and clean condition with old markings removed. Cartons for linen and mattresses should be new.
6. It is important to ensure that:
 - Each carton and/or loose item has an inventory tag and appears on the inventory.

- The inventory accurately identifies property packed in a box. If a box contains crystal, make sure the inventory says “*crystal*” not simply “*kitchen items*”; if a box contains “*Lladros*”, make sure the inventory does not simply say “*dolls*”.
 - Contents left in drawers should be identified and the inventory should accurately reflect the contents.
 - **High value items** such as jewelry **or collections** such as comic books, baseball cards, should be listed separately on the inventory. See below for more information.
 - **CD’s and videotapes** are counted and the number entered on the inventory. Pre-recorded videotapes must be identified as such on the inventory.
 - **Audio/ video equipment** is identified by make, model, and serial number.
 - **Televisions** are identified by size (e.g. 21-inch), model, serial number and as color or black and white. A multi-media system should be identified as such, and not merely as a television.
 - Furniture items are accurately described. Carriers reflect the condition of the furniture by codes called “exception symbols” and “location symbols”. An explanation of the symbols is found at the top of each inventory page. Review carefully the exception codes noted on your inventory and make sure they are accurate; this is how the packers show pre-existing damage. The Claims Office will not compensate you for damage existing prior to shipment.
7. Hardware (e.g. nuts, bolts, screws) removed from furniture should be *placed in a packet/ cloth bag* and attached to the disassembled article/ item. Your rugs, other than throw rugs, should be rolled, *not* folded.
 8. Please pay attention to the inventory that is prepared by the carrier. Generally, the inventory is the most important document used to establish ownership; it should be an accurate, legible, and descriptive list of your household goods. If your inventory is inaccurate, tell the carrier and write down at the bottom of the inventory in the space marked “Exceptions”, why you disagree. Identify the inventory line number and the line item. **Be specific!**
 9. Monitor the wrapping and packing of your items. Before every box is closed, place one copy of your orders on top of the contents in case the box gets separated from the rest of the shipment. Make sure everything is wrapped adequately and that heavy items aren’t packed on top of light items.
 10. Check all drawers, closets, basement and attics for items to be packed before the movers leave your home, make sure that all items have been packed *and* loaded.
 11. If you ship **PBP&E**, make sure that these items are put in separate boxes that must be marked, weighed separately and listed on the inventory forms.



PBP&E will not be packed as such unless the Transportation Office informs the packers that you are authorized to ship these items.

12. If you are moving locally (Local Drayage Move), cartons, boxes and crates used for your move will be listed on forms, which you will be asked to sign. The Government pays for all these containers therefore ensure the figures listed are correct. **Refuse to sign any blank forms**, by doing so you may be waiving important entitlements.
13. **Do not allow** your property to be taken from your house for packing at the warehouse without first consulting the Transportation Office. Insist that the movers close and seal crates/containers in front of you and write down seal numbers in the inventory sheet.



14. Do not sign anything until you read, understand and agree with it. You must be provided a legible copy of everything you sign. Never sign a blank, incomplete or illegible form or a form you cannot clearly understand. When you sign the inventory sheet at the end of the pack-out, you are acknowledging your **agreement** that the inventory accurately reflects the items you gave the carrier for shipment and the condition of the items. If items are

subsequently damaged, your failure to accurately review the inventory could adversely affect the amount paid on your claim.

15. In the event of disputes or misunderstandings with the packers/ moving company, call Quality Control (see page 2).

Do not become involved in an argument with your moving company!

L. SHIPPING JEWELRY WITH YOUR HOUSEHOLD GOODS

Although we recommend that you hand-carry your jewelry, you can include jewelry in your household goods shipment. A Claims Office generally will not pay for missing expensive jewelry unless the claim is extremely well substantiated and there is accurate proof of that the item was given to the carrier for shipment. Remember:

- Jewelry is small, expensive, and easily stolen.
- Proving ownership, value, and actual shipment is often difficult.
- Jewelry frequently has sentimental value that cannot be compensated.

If you decide to ship expensive jewelry in a household goods shipment, you must ensure that each item is **individually recorded** on the inventory. If the carrier declines to do this, you must add this information to the “Remarks/ Exceptions” section found at the bottom of each inventory page. If a jewelry box is given to the carrier, you must indicate the inventory number for the jewelry box and specifically describe each item of value within the jewelry box in the “Remarks/ Exceptions” section.

M. HIGH VALUE OR HIGH RISK ITEMS

Some carriers, in addition to the normal household goods inventory, prepare a High Value or High-Risk inventory to reflect the tender of expensive items. Ensure that all expensive items are

listed and well described on this inventory. Before signing the inventory at delivery, verify that these items **have been delivered**. Open the box and verify that the item is still inside the box!

Questions? Contact the Claims Office at the Wuerzburg Law Center, Building 47a, Leighton Barracks, or call DSN 350-7122/ 6239, Civ. 0931-889-7122/ 6239.

N. APO SHIPMENTS

Transportation Office may authorize you to ship baggage commercially through the APO system. Authorization will be granted when method of shipment is necessary to meet your requirements or is in the best interest of the Government.

The Finance Office will reimburse you whichever is less, the actual expense of mailing the item or the government contract rate. Insurance **will not** be reimbursed. Weight of mailed items reimbursable is restricted to your *unaccompanied baggage weight entitlement*; cost of mailed excess weight will not be reimbursed.

Contact the Transportation Office, **in advance**, for full information and forms that are needed to claim reimbursement.

2.0 SHIPMENT OF YOUR POV

A. ELIGIBILITY FOR SHIPMENT AT GOVERNMENT EXPENSE

Every service member is entitled to ship **one** POV regardless of where it was manufactured, assembled or bought.

Vehicles bought and/or previously registered in CONUS can be returned from OCONUS without paying import taxes. It is your responsibility to prove that your POV has been shipped from CONUS to Europe by retaining your copy of the *DD Form 788* used to ship it.



If you choose to send your POV to a port other than what is authorized on your orders, you will have to pay any difference in cost, if applicable. These charges have to be paid prior to shipment. Your POV still has to meet U.S. specifications and emission standards. Do not buy vehicles not meeting the standards. Refitting in CONUS may cost more than what you paid for the car.

For more information, please contact MP Customs.

B. CATALYTIC CONVERTER/ AGRICULTURAL TEST/ OTHER REGULATIONS

Catalytic converter tests are no longer required before shipment from Europe to CONUS; the test will be conducted at the port of debarkation. If the car has no catalytic converter, you have 30 days to arrange for the fitting stateside. If already purchased, it can be left in the trunk of the car during shipment.

C. OVERSIZED VEHICLES

Vehicles exceeding 20 measurement tons, taken from the outermost points of the car (bumpers, mirrors, and roof attachments), are defined as oversized. In border cases, you may reduce your POV to normal size by removing protruding parts, and ship these within the vehicle. If your vehicle still exceeds limit, you will have to pay excess costs prior to shipment at the Vehicle Processing Center (VPC).

D. PROCEDURES

To arrange your POV shipment, you will need a copy of your vehicle's registration. After you see Outbound, please contact the POV contracting office at the number below to make an appointment to turn in your POV.

POV Contracting Office: Conn Barracks, Building 35
Schweinfurt
DSN 353-8010
Comm. 09721-803618

Hours of Operation: Monday – Friday
08:00 – 16:00 hrs.
Closed on all German **and** American holidays.

No POV will be accepted without appointment or after 15:30 hrs.

Before you drive to the POV Contracting Office, request the POV Shipping checklist to ensure that you don't miss any of the requirements for the agricultural test. Your POV has to be spotless clean to obtain a "no objection" certificate so that no foreign matter or diseases are imported into the US. Remember:

NO DIRT IN/OR OUTSIDE NO PERSONAL PROPERTY NO FLAMMABLES

- Your vehicle must be in safe and operating condition. To ship a non-operational vehicle, please inquire at the Transportation Office about the conditions for shipment.
- Remove all personal belongings and extra fixtures (like custom stereo equipment) from the car and empty the glove compartment.
- If your car has an alarm or anti-theft device, turn it off or disconnect it.
- Make sure that the tank contains no more than ¼ capacity of gasoline. Safeguard the cooling system with a permanent type of antifreeze solution and consider rust protection and undercoating prior to shipment.

E. DOCUMENTS YOU WILL NEED

- *Three (3)* copies of Request for Transportation (RTS form)
- *Seven (7)* copies of your orders (*and* amendments, if applicable)
- USAREUR Vehicle Registration
- Agricultural Test Certificate

NOTE: If you shipped a foreign made POV (FPOV) to Europe, but lost the documents, you can request a title search from USAREUR vehicle registration, DSN 386-7280.

F. U.S. PORTS OF ENTRY

EAST COAST

Atlanta, GA
Baltimore, MD
Charleston, SC*
Harrison, NJ
Norfolk, VA
Orlando, FL

CENTRAL U.S.

New Orleans, LA
Pontoon Beach (St. Louis), IL
Dallas/ Ft. Worth, TX

WEST COAST

Los Angeles, CA
Oakland, CA
Seattle, WA

(*Delivery to airport possible)

G. TRANSIT TIMES

Alaska	87 Days	East Coast (except Orlando)	45 Days
Dallas/Ft. Worth	52 Days	New Orleans	55 Days
Orlando	52 Days	West Coast Ports	59 Days
Pontoon Beach/St. Louis	55 Days	Hawaii	80 Days

To check the status of your Privately Owned Vehicle after shipment, go to www.whereismypov.com. You will need your order number (located in the “stow section” block on your DD Form 788) and your last name,

3.0 CUSTOMS PROCEDURES

A. FIREARMS

To ship weapons purchased in the US, you will need proof of prior ownership, i.e. a bill of sale, stateside registration or shipping document with a stateside address and the serial number. If you do not have any proof of ownership, you will have to obtain ATF approval.

For weapons purchased abroad, file your *ATF-Form 6* (Ref. DOD 530.49-R) with Customs well in advance since approval may take **up to 2 (two) months!** You may ship up to three (3) long guns under Revenue Ruling 69-309 with two (2) originals of the *ATF 6-A*. No photocopies will be accepted.

Within 48 hours before packing, you have to **de-register your firearms** at the Registration Office. You may encounter problems if you wait until the last day. Registration Offices are located in:

- Kitzingen, Harvey Bks., Building #138, DSN 355-8819 or 8622
- Wuerzburg, Leighton Bks., Building #56, DSN 350-7507 or 7472

NO ammunition can be shipped within your household goods or unaccompanied baggage. Make sure your weapons are **unloaded** before packing.

For more information, please contact MP Customs.

B. MOTORCYCLES and MOPEDS

Please bring your motorcycle registration when you apply for shipment. Your motorcycle can be shipped as part of your household goods shipment or instead of a POV (see *Chapter 2.0*) if it causes overweight.

Mopeds under an engine volume of 50 CC do not require any additional documentation.

C. AGRICULTURAL INSPECTION

After your Transportation counseling, you will need to attend an MP Customs briefing and complete the Agricultural Inspection Form (*Form 30-3*). If you do not attend this briefing, arrangements for shipping cannot be completed and **your shipment(s) will not leave**.

Customs Briefings hours:	Monday – Wednesday Friday	14:30 hrs 14:30 hrs.
Location:	Larson Barracks, Building 1, 2 nd Floor (Room 229)	
Customs Operation hours:	Monday – Wednesday Thursday Friday Closed for lunch everyday	08:30 hrs – 16:00 hrs Closed 08:30 hrs – 16:00 hrs 11:30 hrs – 13:00 hrs
Location:	Larson Barracks, Building 1, 3 rd floor	

D. LIST OF RESTRICTED/ PROHIBITED ITEMS IN PERSONAL PROPERTY SHIPMENTS

1. FLAMMABLES (DOD 4500.34-R)

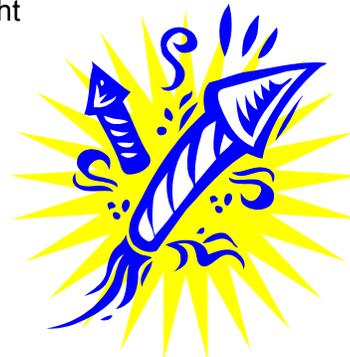
Alcohol, Antifreeze compounds, Adhesives (Glues, Cements, Plastic), Camphor Oil, Ammonia, Charcoal, Disinfectants, Cleaning Fluids, Compound 3 Weed Killer, Enamel, Gasoline, Kerosene, Lacquer, Hand Signal Flares, Lighter Fluids, Leather Dressing/ Bleach, Oil, Matches, Oil Stains for Wood, Paint & Varnish Removers, Stain Varnish, Flash Bulbs, Polishes, Shellac, Solvents, Wood Fillers

2. CORROSIVES (DOD 4500.34-R)

Photographic Acids, Caustic Soda, Iron / Steel Rust Preventing Compounds, Etching Acids, Muriatic Acid, Nitric Acid, Sulfuric Acid, Electrolyte, Flashlight Batteries

3. EXPLOSIVES (DOD 5030.49-R)

Black Powder, Cigarette Loads, Dynamite, Plastic or any similar explosives, Flash Bulbs, Fireworks, Primers, Smokeless Powder, Toy Propellant, Smoke Devices, Explosive Caps, Hand grenades, Tear Gas Projectiles, Artillery Simulators



4. GASES, COMPRESSED (DOD 4500.34-R)

Aerosol Cans, Fire Extinguishers, Engine Starting Fluid, Propane Tanks (empty or full, old or new) or other gases used in cooking, gases used in welding

5. ANY CONTROLLED SUBSTANCE (DOD 5030.49-R)

Narcotics, Hallucinogenic Drugs, Amphetamines, Barbiturates, Hashish, Marihuana and other dangerous drugs

6. ANY ARTICLE OF (DOD 5030.49-R)

North Korean, Cuban, Libyan, Iranian or Iraqi Origin

7. GOODS MADE BY ANY CONVICT LABOR OF ANY FOREIGN COUNTRY (DOD 5030.49-R)

8. COUNTERFEITS OF (DOD 5030.49-R)

Coins, Securities, Obligations, Postage & Revenue Stamps, Colored Illustrations of U.S. and Foreign Stamps

9. LOTTERY TICKETS & ADS OF ANY LOTTERY (DOD 5030.49-R)

10. OBSCENE AND IMMORAL ARTICLES (DOD 5030.49-R)

Books, Pictures, Films, Publications

11. ANYTHING ADVOCATING TREASON OR INSURRECTION AGAINST THE U.S. OR FORCEABLE RESISTANCE TO ANY U.S. LAW (DOD 5030.49-R)

12. ARTICLES OF MEDICATION (DOD 5030.49-R)

For the inducement of abortion, any prescription drugs (*exceptions exist provided certain requirements are met, see Customs*)



13. ALCOHOLIC ITEMS (DOD 5030.49-R)

Absinthe, Liquor, Wine, Beer (*exceptions exist provided certain requirements are met*)*

*NOTE: Although prohibited in household goods and baggage shipments, alcoholic items can be shipped commercially and reimbursement can be claimed. **Before** arranging shipment, visit or call your Transportation Office and get an information leaflet.

14. ANY WILD ANIMAL, BIRD OR PART THEREOF

Alive or dead of endangered or threatened species (DOD 5030.49-R)

15. PLANT OR PLANT BYPRODUCTS (DOD 5030.49-R)

Fresh Fruits, Vegetables, Trees, Scrubs & Herbaceous Plants, Bulbs, Roots, Cuttings, Seeds, Grasses, Grains, Straw, Hay, Leaves of Plants, Forest Litter, Soil

16. POV'S (JFTR & AR 55-71)

Trucks, Vans, Boats, Mobile Homes, Framing Equipment, Camp Trailers

17. ITEMS WHICH MAY BE IMPORTED PROVIDED THAT ALL SUPPORTING DOCUMENTS ARE ON HAND

Firearms, Mopeds, Motorcycles, Golf Carts, Light Airplanes



4.0 TRAVEL (PORTCALL)

The official travel contractor is SATO Travel with offices in Larson Barracks, Kitzingen, Building #1, Room 219, DSN 355-2690 or in Leighton Barracks, Wuerzburg, Building #13, DSN 350-7161.

Book your travel as soon as you receive your orders, preferable 8 (*eight*) weeks before you plan to travel. Take at least 4 (*four*) copies of your orders; there is *no public copy machine* at SATO offices.

- **If you and your dependents have different last names**, you will need 4 copies per last name.
- **If your family will travel on a different date**, you will need additional 4 copies *per travel date*.

Check your orders for correctness right after receiving them.

A. PCS ENTITLEMENTS

Your portcall window is three days including the availability date (*aval*) stated on your orders and the two (2) days after. You are entitled to travel to the closest airport to you next permanent duty station (PDS).

Your SATO travel agent will determine if your flight(s) will be on commercial airlines or from an AMC port. AMC flights are restricted to Category B flights on contracted passenger planes, which depart from Frankfurt Rhein-Main Air Base to following destinations:

Atlanta

Charleston

Baltimore

If an AMC flight does not meet your requirements, you may book a flight...

- **ONLY** through your local SATO travel office
- **ONLY** with a U.S. flag carrier (airline)

...and take the reservation to the Finance Office to claim reimbursement. Finance will only reimburse tickets if the two conditions above are met. Reimbursement is limited to the authorized AMC tariff rate to the airport **closest** to the destination authorized on orders.

If you plan to stop at an airport other than the one stated on your orders, you will have to book a flight **-on the two above mentioned conditions-** and claim reimbursement for the cost of the flight from Frankfurt to your next PDS. Please see SATO for details.

B. ETS ENTITLEMENTS

Your portcall window is 1 (*one*) day. The availability date (*aval*) stated on your orders is the date that you **must** travel. You are entitled to fly:

- to your home of record
- place of enlistment **within CONUS**

Note: this choice is made at your **Transition** appointment and must be stated on your orders.

C. RETIREMENT

Retirees may take up to 1 (*one*) year to use travel entitlements. Retirees may apply for an extension of this entitlement, under special circumstances, for up to 6 (*six*) years by requesting an exception to policy to the Transportation Officer. For details, please call 355-2390. The entitlement for retirees is to fly to your home of selection **within CONUS**.



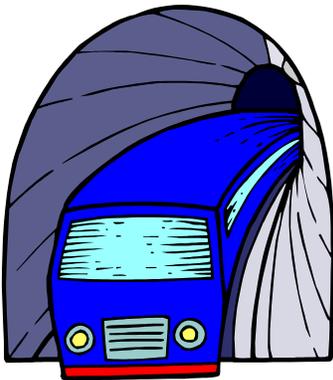
D. PET TRAVEL

Service members intending to ship pets should report to SATO Travel not later than 14 (*fourteen*) days prior to the availability date indicated on their orders.

If you travel Cat B (AMC), your household pets (*cats and dogs only*) are authorized to fly on the same flight with you **if** a space is available for them. The pet shipping charge is the same as excess baggage. Pets weighing more than seventy pounds (including the cage) are permitted, but charges are very high.

If SATO cannot confirm space for your pet, it is your responsibility to contact the airline and make the necessary arrangements. If you are booked on a flight without pet space, you must ship your pet with a commercial pet carrier on a separate flight and pay full cost. SATO travel is limited to arrange travel for duty passengers **on orders**.

Remember: Pet shipment is not included in your entitlements.



E. TRAIN TICKETS

You are entitled to train tickets from Kitzingen or Wuerzburg to the Frankfurt International Airport when leaving Germany. **After** your final out, request your train tickets at SATO Travel Office with 5 (*five*) copies of your orders.

5.0 OTHER ENTITLEMENTS

For information about specific entitlements for voluntary/involuntary separation, retiring service members, early and advanced return of dependents, TDY travel and other, you are welcome to ask questions at your individual briefings or call your Transportation Office.

\$\$ IT'S YOUR CLAIM \$\$

FAILURE TO READ THE IMPORTANT INFORMATION BELOW COULD COST YOU \$\$\$

RECORDING AND REPORTING OF LOSS AND DAMAGE TO YOUR PRIVATE PROPERTY

At the time of delivery of your private property, the carrier will give you *five (5)* blank copies of the two-sided form *DD Form 1840/1840R*. All damages and/or loss you notice **at delivery** should be identified on the front side of the *DD Form 1840* by inventory number, name of item, and type of damage or loss. After all annotations have been made, both you and the carrier must sign all five (5) copies. The carrier must leave you *three (3)* copies of the **completed** form.

After delivery, examine every item in your shipment and record any additional damage or loss which was not noticed on the **reverse** side of the *DD Form 1840/1840R*. Again, items should appear by inventory number, name of the item, and the type/extent of damage or loss.

Report loss or damage promptly. To make sure that you have adequate time to check your property, you have **seventy (70) days* from day of delivery** to submit your claim. The designated office** will retain two copies of the *DD Form 1840/1840R*. A third copy will be returned to you stamped with the date of receipt.

*The time frame **70 days** for notification of damage or loss does not apply to moves under German Tenders. For shipments originating in Germany with a destination within Germany or Central Europe, damages or loss must be reported not later than **seventy-five (75) days** from day of delivery.

**If your destination is a Navy or Marine Corps installation, deliver your completed forms to the Transportation Office for processing your claim. If your destination is an Army or Air Force installation, deliver your completed forms to the Installation Claims Office.

If, when submitting a claim against the United States for loss and/or damage of your private property during shipment, items are not previously identified on the *DD Form 1840 or 1840R* before stamped date of receipt, or the forms have not been received by the Claims Office within 70 calendar days* from date of delivery, a reduction in the amount payable on your claim may result.

If upon delivery of your private property you do not receive the *DD Form 1840/1840R* from the carrier, record loss and/or damage found on your inventory. Immediately after, notify your local Claims Office or Transportation Office (whichever applies) and report a non-receipt of the form.

You are also entitled to file an inconvenience claim. If the carrier fails to pick up or deliver as scheduled, this could cause financial hardship to you and your family. You can file an inconvenience claim **directly with the home office of the carrier**. The claim would be for out-of-pocket expenses caused by the carrier's failure to act on the agreed date; living expenses over and above what would normally have been spent. The purchase of items/articles must be reasonable and relieve a definite hardship. Receipts must be submitted for all expenses you claim. For more information, contact your Transportation Office.

\$\$ DAMAGE TO QUARTERS \$\$

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RECORDING AND REPORTING DAMAGE TO YOUR QUARTERS

In case the moving company's crew causes any damages at your pickup date, such as scratches on floors and/or walls or doorframes, make sure you list these damages on any of the following documents:

- ❑ Agent Survey Sheet
- ❑ Inventory
- ❑ *DD Form 619 or 619-1*

After all annotations have been made, both you and a representative of the carrier must sign. If you cannot obtain a signature for the list of damages from the crew leader, contact Quality Control **immediately** at the numbers listed on *Page 2*.

It is mandatory that you report damages within 48 hours to the Transportation Office. If no report is received, you will be held liable for the damage. This applies to all kinds of quarters, on-post, off-post, and economy.

WEIGHT ALLOWANCES							
	36+ MONTHS TOUR		24-35 MONTHS TOUR		<24 MONTHS TOUR		UB*
	FULL JFTR*		LONG TOUR		SHORT TOUR		
RANK	W/DEP	W/O DEP	UNACC	SINGLE	UNACC	SINGLE	
GEN OFF	18,000	18,000	18,000	18,000	18,000	18,000	1,000
COLONEL	18,000	18,000	4,500	4,500	4,500	4,500	800
LTC/MW5	17,500	16,000	4,375	4,000	4,375	4,000	600
MAJ/CW4	17,000	14,000	4,250	3,500	4,250	3,500	600
CPT/CW3	14,500	13,000	1,900	1,900	1,000	1,000	600
1LT/CW2	13,500	12,500	1,400	1,400	1,000	1,000	600
2LT/WO1	12,000	10,000	1,400	1,400	1,000	1,000	600
CSM/SGM	14,500	12,000	1,900	1,900	1,000	1,000	500
1SG/MSG	13,500	11,000	1,700	1,700	800	800	500
SFC	12,500	10,500	1,500	1,500	700	700	500
SSG	11,000	8,000	1,250	1,250	500	500	500
SGT	9,000	7,000	1,000	1,000	500	500	500
CPL/SPC	8,000	7,000	800	800	500	500	500
PFC	8,000	5,000	700	700	500	500	500
PV2/PV1	8,000	5,000	700	700	500	500	500
<p><i>NOTE: Exceptions exist... see DA MSG 141800Z May 91 and USAREUR MSG 180725Z Jun 91.</i> <i>*Full JFTR includes UB and NTS; effective 01 Jan 03.</i> Unaccompanied Baggage Entitlements for Dependents <12 = 175, >12 = 350</p>							