

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**JOINT FEDERAL TRAVEL REGULATIONS,
VOLUME 1/AND JOINT TRAVEL
REGULATIONS, VOLUME 2/AIR FORCE
SUPPLEMENT 1**

**AIR EDUCATION TRAINING COMMAND
Supplement 1
4 MAY 2004**

**AIR FORCE PERSONAL PROPERTY
MOVING AND STORAGE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Joint Federal Travel Regulations, Volume 1, and Joint Travel Regulations, Volume 2/AF Supplement, 1 April 2002, is supplemented as follows:

This supplement does not apply to the Air National Guard or Air Force Reserve Command. It requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication is Title 10 U.S.C. 8013. System of records notice F024 AF ILB, Personal Property Movement Records, applies. Privacy Act statement required by AFI 33-322, *Air Force Privacy Act Program*, is in AETC Forms 280, **Information for Shipment and Storage of Personal Property (Prior to Counseling)**, and 285, **Informal Shipment/Storage/Delivery Authorization**.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Managements of Records*, and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS]).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision renumbers information where necessary to align with AF Supplement 1 to the JFTR/JTR; updates all references to (HQ AETC/LGTT to HQ AETC/LGRTT and HQ USAF/ILTTA to HQ USAF/ILGT); deletes previous information incorporated in the AF Supplement and Defense Transportation Regulation, Part IV; adds definitions for airplane and privately-owned vehicle spare parts; establishes carrier

and agent payment procedures for services provided when movement is cancelled; provides guidance on personally procured move procedures for movement of property into and out of storage; and stipulates personnel authorized to certify DD Form 1701, **Inventory of Household Goods**.

4.2.2. See paragraph 6.8.2.2 of the AF Supplement.

5.1.2.2.1. Send fully documented recommendations for disapproval of additional temporary storage to HQ AETC/LGRTT. Send fully documented requests for additional temporary storage past 90 days after completion of TDY or deployment to HQ AETC/LGRTT.

5.2.5.1.1. Weight left in nontemporary storage (NTS) at origin being paid for by destination operation and maintenance (O&M) housing funds on AF Form 150, **Drayage/Storage Authorization - Government Quarters**, will not count against the permanent change of station (PCS) weight allowance moved on the PCS order.

5.2.6. Send requests through HQ AETC/LGRTT for forwarding to HQ USAF/ILGT.

9.6. (Added) **Airplane Spare Parts**. An airplane is defined in the Code of Federal Regulations (CFR) as an engine driven, fixed-wing aircraft weighing in excess of 254 pounds and having a fuel capacity in excess of 5 US gallons. Airplanes are prohibited from movement or storage in household goods per the Joint Federal Travel Regulations (JFTR). Thus, spare parts associated with an airplane are also prohibited from movement.

9.7. (Added) **Privately Owned Vehicle (POV) Spare Parts**. POV spare parts as defined in the JFTR, Appendix A, may also include items such as engines, radiators, seats, rear-end parts, etc., as long as parts are separate (not in an assembled POV).

10.3.2. Submit recommended changes to the JFTR/JTR through HQ AETC/LGRTT for forwarding to HQ USAF/ILGT.

10.6.3.6. Address requests to JPPSO-SAT/DIR and send an information copy to AFMC LSO/LOTA and HQ AETC/LGRTT.

10.9.2. Use this procedure on local moves when the local packing and crating (P&C) contractor is unable to affect the move. The traffic management flight (TMF) may then refrain from using the AF Form 9, **Request for Purchase**, for services performed after the fact. The TMF will ensure the certified invoice is proper for payment and is for an authorized entitlement after the fact. A definitive audit trail must be maintained. Use this procedure for a carrier or agent with appropriate operating authority. The basis for billing will be the applicable published intrastate tariffs. At least quarterly, advise the local contracting officer of all local drayage performed using these procedures.

10.10.1. On notification of an Air Force general officer move, advise HQ AETC/LGRTT immediately. Submit initial personal property movement data to HQ AETC, with weekly updates until all shipments have been delivered.

10.11. (Added) **Traffic Management Flight (TMF) Responsibilities**. TMF personnel will:

10.11.1. (Added) Ensure facilities are adequate to foster a quiet atmosphere conducive to counseling.

10.11.2. (Added) Annotate the reverse side of DD Form 1797, **Personal Property Counseling Checklist**, or block 13 of DD Form 1299, **Application for Shipment and/or Storage of Personal Property**, with the shipment valuation option selected by the member (basic coverage, option 1, or option 2). Have the member initial the selection statement to ensure there is no misunderstanding or disagreement.

10.11.3. (Added) Show the member various samples of forms he or she will be required to sign at the time of pickup or delivery.

10.11.4. (Added) Use AETC Form 105, **Weight Certificate-Government Scales**, or an automated equivalent, when weighing personal property shipments on government-owned or -operated scales. Give the original to the driver and retain one copy in file.

10.11.5. (Added) Use AETC Form 280, **Information for Shipment and Storage of Personal Property (Prior to Counseling)**. AETC bases that use the appointment system or preshipment group briefings should use this form or equivalent. Ask each member to complete the form and return it with the required number of orders. Before counseling an individual, use the information on AETC Form 280 to prepare required documents for shipment and storage of personal property in advance.

10.11.6. (Added) Make AETC Form 282, **Customer's Evaluation of TMO Services**, available to TMF customers to ensure quality service is being provided.

10.11.7. (Added) Accept AETC Form 285, **Informal Shipment/Storage/Delivery Authorization**, as the member's informal declaration of an agent to act on his or her behalf in the process of arranging for and accomplishing the shipment, storage, and delivery of his or her personal property. **NOTE:** Accept this form only after verifying that the signature is that of the member or employee.

10.11.8. (Added) Conduct meetings with local agents. As a minimum, conduct an annual meeting before the peak season to discuss procedures, anticipated requirements, capabilities, and problem areas. Maintain minutes of this meeting until the next annual meeting.

10.11.9. (Added) Maintain an active program to:

10.11.9.1. (Added) Keep the base population aware of services offered or changes in policy or entitlement.

10.11.9.2. (Added) Ensure local commanders and supervisors are aware of their responsibility to allow their personnel sufficient time to receive counseling and arrange for shipment or receipt of personal property.

10.11.10. (Added) Give the contractor a call number for each call placed against the P&C contract. Use AETC Form 588, **Monthly Control Call Log** (or a computer-generated equivalent), to record calls made against the contract. Confirm telephone calls in writing by the following workday after issuance of the call. Complete written notification in an original and one copy. Retain the original in suspense until the contractor provides required documentation that services have been performed. Then file the original in the member's case file and give the copy to the contractor.

10.11.11. (Added) Audit all vendor invoices. On receipt of a consolidated invoice from the contractor, date-stamp the invoice with the date of receipt, audit each call listed on the invoice, and stamp and certify the last page of the consolidated invoice with certificate of service performed. (One certificate is enough for all invoices covered by the consolidated billing.) Attach two copies of special orders that cite open allotment funds and three copies of special orders that site specific allotment funds. Attach the special orders for each call in the same sequence as shown on the invoice. **(NOTE:** It is not the TMF's responsibility to prepare the SF 1034, **Public Voucher for Purchases and Services Other Than Personal**. The contract and the Prompt Payment Act determine payment frequency.) File a copy of the consolidated invoice and AETC Form 588 in chronological sequence in the contractor's file. Label each folder with contractor's name, month, and year.

10.11.12. (Added) Physically survey contractor facilities on a periodic basis (at least semiannually) for lost or stray personal property.

10.11.13. (Added) Request appointment of a sufficient number of qualified personnel (at least two) as limited contracting officers.

10.11.14. (Added) For outbound household goods (HHG), unaccompanied baggage shipments, and local drayage moves, file the DD Form 1299, weight ticket, written confirmation of the telephone call, copy of the special orders, inventory or packing list, and copy of the government bill of lading (GBL) in the member's case file.

10.11.15. (Added) For inbound shipments, file the weight ticket, delivery receipt, written confirmation of telephone call, record of loss and damage, and other documentation received from the origin TMF in the member's case file.

12.15. (Added) **Forms Prescribed.** AETC Forms 105, **Weight Certificate – Government Scales**; 280, **Information for Shipment and Storage of Personal Property (Prior to Counseling)**; 282, **Customer Evaluation of TMO Services**; 285, **Informal Shipment/Storage/Delivery Authorization**; and 588, **Monthly Control Log.**

12.16. (Added) **Forms Adopted.** AF Form 150, **Drayage/Storage Authorization – Government Quarters**; DD Forms 1299, **Application for Shipment and/or Storage of Personal Property**; 1701, **Inventory of Household Goods**; and 1797, **Personal Property Counseling Checklist**; and SF 1034, **Public Voucher for Purchases and Services Other Than Personal.**

A14.1. Under the methods indicated in paragraphs A.14.2.1 and A.14.2.2 of the AF Supplement, if a member places property into storage in transit (SIT) in conjunction with a PCS order, that order will be used to effect delivery from the storage facility to government quarters. AF Form 150, **Drayage/Storage Authorization - Government Quarters**, will not be used for movement of HHG out of SIT.

A14.2.2.4. The member may elect to place personal property in a ministorage facility or extend his or her vehicle rental contract for the purposes of SIT. However, the TMF personnel should remind the member that extending the vehicle rental contract could greatly reduce the incentive or increase the cost.

A14.3. A member may elect government-arranged storage, personally procured storage, or a combination thereof.

A14.4. TMF personnel will not advise a member to perform a personally procured move (PPM) and then obtain documentation at his or her destination, unless the member calls from a distant location that makes visiting the TMF impracticable. Instead, the origin TMF will initiate all requested shipping documentation.

A14.7.3. In addition to the traffic management officer, the superintendent or chief of personal property may certify the inventory to ensure all items listed qualify as HHGs and calculations are correct.

A14.8.1.1. For TDY en route, origin TMF personnel will prepare PPM documentation for each segment of the move (for example, old PDS to TDY base; TDY base to new PDS; and/or old PDS to new PDS, if applicable).

JOE F. HARRISON, Colonel, USAF
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