

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC24-Travel and Transportation
Subchapter CC24.6--Transportation of Household Goods
Personnel INSTRUCTION 10--Time Limit for Shipment of Household Goods

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Section A. Purpose and Scope

This INSTRUCTION establishes Public Health Service (PHS) policy concerning time limits for the shipment of household goods and personal effects (HHG) of PHS commissioned officers at Government expense, pursuant to permanent changes of station, for calls to active duty, inactivations (i.e., changes from active duty to inactive reserve status) and terminations (i.e., release from active duty with termination of the commission). Procedures are established for requesting an extension of the time limit in certain cases.

The time limit for shipping HHG to a home of selection in connection with retirement is set forth in INSTRUCTION 1, "General Information About Shipment of Household Goods," of this subchapter.

Section B. Authority

1. The Joint Federal Travel Regulations of the Uniformed Services, Volume 1, (JFTR), paragraph U5360, prescribes the requirement to limit the time for initiating shipment of HHG upon termination or inactivation and the authority to extend that time in some cases. The statutory requirements are prescribed in 37 U.S.C. 406(b)(2).
2. The other time limits set forth in this INSTRUCTION are a matter of PHS policy.

Section C. Initiating a Shipment

1. When an officer has been issued a Government bill of lading (GBL) by the Director, Division of Commissioned Personnel (DCP), Office of the Surgeon General, in conjunction with a permanent change of station (PCS) order, he/she is authorized to arrange his/her own shipment using the GBL. This is the normal procedure for an officer being called to active duty; it may also be used for other types of PCS when DCP has determined that, under the circumstances, it is necessary for the officer to make his/her own arrangements.
2. The preferred method of shipping HHG upon PCS, inactivation, or separation, is for the officer to submit a form PHS-4013-1, "Application for Shipment of Household Goods," to a PHS shipping officer. See INSTRUCTION 1 of this subchapter for general information about shipment of household goods. If the shipping officer is for some reason unable to handle arrangements, he/she may issue a GBL to the officer with instructions for the officer to make his/her own arrangements.
3. The term "initiating a shipment" is defined as follows depending upon how the arrangements for shipping are made:
 - a. When DCP provides the officer with a GBL in conjunction with a PCS order, the shipment is considered to be initiated when the HHG are turned over to a carrier for shipment (and temporary storage, if applicable).
 - b. When an officer applies to a PHS shipping officer for shipment of HHG, the shipment is initiated upon submission of the form PHS-4013-1. However, in those cases in which the shipping officer provides a GBL to the officer with instructions to make his/her own arrangements, the shipment is not considered to be initiated until the HHG are turned over to a carrier for shipment (and temporary storage, if applicable).
 - c. Regardless of whether a GBL has been provided under paragraph a. or b., above, if an officer performs the shipment personally (e.g., by use of a privately-owned vehicle or rental vehicle), shipment is initiated when the HHG are physically moved onto the transporting vehicle.
 - d. Shipment is not considered to be initiated when HHG are placed in temporary storage at origin without orders for them to be delivered to a particular location (e.g., city, town, community, etc.).

Section D. Time Limit for Initiating a Shipment

1. General. An active duty officer is generally entitled to a shipment of his/her authorized weight allowance of HHG from the old permanent duty station (or home of record or place from which called to active duty, as applicable) to the new permanent duty station (or home of record or place from which called to active duty, as applicable). In order to prevent unnecessary costs to the Government, the following time limits for initiating a shipment of HHG are established. Shipments not initiated within the prescribed time limit, including any extensions which may be granted in accordance with the provision of this INSTRUCTION, shall not be

at Government expense.

2. Call to Active Duty (CAD) or PCS. An officer who is authorized to ship HHG upon CAD or a PCS is not required to ship the HHG at the same time that the PCS takes place. Shipment at a later date is authorized provided that the HHG were in the possession of the officer prior to the effective date of the personnel order under which shipment was authorized. This authorization shall expire under any of the following conditions:

- a. One Year Lapse Since Reporting to New Station. The usual entitlement to ship HHG pursuant to a CAD or PCS shall expire one year after the officer reports under orders to the new (or first) permanent duty station. However, this time limit may be extended by the Director, DCP. When the one year limit lapses prior to initiating a shipment, a memorandum setting forth the facts in the case shall be sent by the commissioned officer to DCP at the address shown in D.3.b(5), below, through his/her administrative officer, executive officer, or officer-in-charge, as appropriate. The memorandum should explain how shipment would be related to the CAD or PCS and is not merely for the officer's personal convenience. For example, the new home might be substantially closer to the work site; or it may have been necessary to leave dependents at the old address until a new residence could be established; etc. A copy of the PCS personnel order must accompany the request.

The Director, DCP, shall review the request and issue either a personnel order extending entitlement or a memorandum of denial.

- b. Submission of Form PHS-1373, "Separation of a Commissioned Officer." Authority to ship HHG to the current duty station expires when the officer submits a form PHS-1373. Following issuance of a termination, inactivation, or retirement personnel order, any shipping entitlement authorized under that order may be exercised.
- c. Issuance of a New PCS Order. If a PCS order to a new duty station which is not in the vicinity of the current station has been issued, and authority to ship HHG to the new duty station named in the order exists, shipment to the current duty station is no longer authorized. If the PCS is to another station in the vicinity of the current station (and therefore no shipment is authorized under the new order) shipment to that vicinity may still be performed under the previous PCS order.
- d. Administrative Determination That a Transfer or Release From Active Duty is Likely. When the organization to which an officer is assigned determines that a PCS to another duty station, not in the vicinity of the current station, or an inactivation, termination, or retirement is likely to occur in the near future, authority to ship HHG to the current duty station is suspended. This suspension also applies when application for shipment has been made but the actual shipment has not yet begun.

Such a circumstance might occur, for example, if an officer indicated that he/she intended to leave the Service but had not yet completed the

PHS-1373. Any suspension under this paragraph must be for a brief period of time only, during which program management shall determine if the PCS will, in fact, occur and the appropriate paperwork is prepared.

In any case in which shipment to the current duty station has been administratively suspended under this paragraph, the submission of a PHS-1373 by the officer, or submission of a Form PHS-1662, "Request for Personnel Action - Commissioned Officers," by the applicable PHS component or office requesting a PCS, must follow within 30 days. When the necessary request does not follow the administrative suspension, authority to ship HHG to the current duty station resumes and continues until one of the conditions set forth in this subsection subsequently occurs.

3. Termination or Inactivation

a. Time Limit. When an officer is authorized to ship HHG pursuant to a termination or inactivation personnel order, shipment must be initiated within whichever of the following time limits is applicable. In those cases in which a local move is authorized in lieu of a shipment, the move must begin within the applicable time limit and be promptly completed by delivering HHG to the local destination without the use of temporary storage.

(1) When the officer applies to a PHS shipping officer, and the shipping officer provides the officer with a GBL and instructions to make his/her own arrangements, the shipment must be initiated within 30 days of the issuance of the GBL to the officer, or within 180 days of the date of release from active duty, whichever is later. The original application to the shipping officer must have been made within 180 days of the release from active duty date.

(2) In all cases not covered under subparagraph (1), above, the shipment must be initiated within 180 days of release from active duty. If a PHS shipping officer is handling the shipment, he/she shall arrange for shipment as soon as possible following receipt of the application for shipment. If an application has been submitted well in advance of the 180 day deadline, the shipping officer may delay shipment until any time within the 180 day period, if requested by the officer.

b. Extension of the Time Limit

(1) Request for Extension. When an officer has been authorized to make his/her own arrangements on a GBL, or when an officer performs his/her own shipment, and initiating the shipment within the prescribed time frame would impose a serious hardship on the officer, a request for an extension of the time limit may be sent to the Director, DCP. The request must be submitted within 180 days from the date of release from active duty.

An extension may also be requested if a PHS shipping officer is

making arrangements and the shipping date established by the shipping officer would impose a serious hardship. The application for shipment must still have been made within the 180 day period following release from active duty, and the request for extension must be received by the shipping officer prior to the date established for turning the HHG over to a carrier.

The request must be in writing and must document the extent of hardship and the reasons therefor. The officer's address and phone number must be included in the request. If the officer is making his/her own arrangements with a carrier, the carrier's name and address and the GBL number must be included in the request. A copy of the inactivation or termination personnel order under which shipment was authorized must accompany the request.

(2) Reasons for Granting an Extension:

- (a) Recall to a short tour of active duty which interferes with the officer's ability to make timely arrangements. Upon recall to a short tour of active duty, an automatic extension is authorized without the need for a request, as described in paragraph D.3.b(7), below. If the automatic extension is insufficient, additional time may be requested in accordance with the provisions of this paragraph.
- (b) Serious illness of the officer or a dependent.
- (c) Death of a dependent, parent, or guardian occurring near the end of the time limit, thus forcing the officer to delay shipment beyond the time limit.
- (d) Other cases in which there are factors beyond the control of the officer, of a degree of seriousness comparable to the above, which impose a serious hardship on the officer.

An extension may also be granted when the delay is requested in order to await completion of a residence under construction or to await occupancy of a residence which is under a purchase or rental contract, but only if such extension will eliminate the need to use temporary storage for which the Government would otherwise have been responsible.

- (3) Routing of Request. If a PHS shipping officer is handling arrangements for the move, the written request must be routed through the shipping officer concerned. The shipping officer will forward the request to DCP, noting the date of receipt and the shipping officer's address and phone number. Shipment shall be suspended until a decision has been received from DCP.

If the officer is making his/her own arrangements, the request must be sent directly to the officer's last duty station for approval prior to forwarding to DCP.

- (4) Review by DCP. DCP shall review the information set forth in the request and determine if sufficient reason(s) for granting an extension has been presented.

If an extension is granted, a personnel order shall be issued announcing the time period of the extension. HHG must be turned over to a carrier, or a self-performed move initiated, no later than the last day of the extended time limit.

If the request is denied, written notice shall be sent to the officer or shipping officer, as appropriate. If a shipping officer is making arrangements, the shipment shall be scheduled as soon as possible following receipt of the denial notice. If the officer is making arrangements, HHG must be turned over to a carrier or a self-performed move initiated within 30 days of the date of the denial notice or within 180 days from the date of release from active duty, whichever is later.

If a reply from DCP is not received within 30 days, DCP shall be contacted without delay to verify receipt of the request.

- (5) Address and Phone Number of DCP :

Director
Division of Commissioned Personnel/OSG
Room 4-35 Parklawn Building
5600 Fishers Lane
Rockville, MD. 20857

Phone FTS 443-3067, commercial number (301) 443-3067.

- (6) Recall for Extended Active Duty. When an officer is again called to active duty, for a period of 20 weeks or longer, and the time limit for initiating shipment (including any extensions) has not yet expired, entitlement to shipment of HHG is governed by the CAD order. The former permanent duty station is an authorized point of origin for shipment at Government expense in connection with the CAD order.
- (7) Recall for Short Tour of Active Duty. When an officer is recalled to active duty for a period of less than 20 weeks and the time limit for initiating shipment (including any extensions) has not yet expired, the time limit shall automatically be extended for a period equal to the number of days between the issue date of the recall personnel order and the date of release from the short tour. If serving the short tour of active duty imposes a hardship which requires a greater extension, it may be requested in accordance with the provisions of this paragraph.

Section E. Time Limit for Completing a Shipment

1. General

- a. Completion of Shipment. Shipment of HHG must be completed within the time limits specified in this section. For the purposes of this section, a shipment is completed upon delivery to a final destination which is not in the vicinity of the point of origin (except when a local move has been authorized in lieu of a shipment). If HHG are in storage at a place which is not in the vicinity of the origin, to which they have been shipped under orders, when the time limit expires, that place will be considered the final destination. (This does not include a brief period of storage which is primarily for the carrier's convenience while completing arrangements for delivery of HHG.)

Once the time limit expires, no further shipment, hauling, unpacking, or handling into/out of storage is authorized under the personnel order under which the shipment was initiated; however, an HHG lot actually being hauled when the time limit expires may be continued through to its intended destination and be promptly unpacked. Entitlement to further movement and/or storage at Government expense will depend on subsequently issued orders, if any.

- b. No Entitlement After Completion. Once payment has been made for a completed shipment of HHG under orders, no entitlement to a second shipment (or local move) to a different place exists, even though the time limit for completion of the shipment has not expired.
- c. Effective Date of Orders. As used in this section, the term "effective date" of a PCS order shall have the same meaning as given to that term in Appendix "A" of the JFTR.
- d. Beginning of shipment. For the purposes of this section, a shipment is considered to have begun (as opposed to initiated) when HHG are turned over to a carrier or are physically moved onto a vehicle used in a self-performed move.

2. CAD or PCS

- a. Time limit. The time limit for completing a shipment of HHG pursuant to a CAD or PCS is one year from the date shipment is begun.
- b. HHG in Storage at Origin Not Subsequently Shipped. If HHG are placed in temporary storage at origin pursuant to a CAD or PCS, and are not removed from storage prior to the expiration of the time limit for completion, the officer shall bear all costs associated with the temporary storage, including packing and handling charges. The officer shall be responsible for refunding to the Government any such costs already paid by the Government. (The JFTR -- paragraphs U4670-A, U5310-F, and U5375-A -- provides that a service member must bear all costs of temporary storage when HHG placed therein pursuant to PCS orders are not subsequently shipped under those orders.)

3. Inactivation or Termination.

- a. Time limit. The time limit for completing a shipment of HHG pursuant to an inactivation or termination is 180 days from the date shipment is

- begun.
- b. HHG in Storage at Origin Not Subsequently Shipped. If HHG are placed in temporary storage at origin pursuant to an inactivation or termination, and are not removed from that storage prior to the expiration of the time limit, all costs associated with the storage, including packing and handling charges, shall be the responsibility of the officer or former officer, including a refund to the Government of any such costs already paid by the Government.
 - c. Recall to Extended Active Duty. If the officer or former officer is again called to active duty for a period of 20 weeks or more before the one year limit expires, further entitlement to shipping and storage shall be governed by the CAD order. If HHG are still located in the vicinity of a former permanent duty station (including in storage thereat), that location may be an authorized point of origin for shipment at Government expense in connection with the CAD order. The Government shall pay for up to 90 days of temporary storage (or such longer period as was authorized or approved by personnel order) which occurred prior to the issuance of the new CAD order in connection with the inactivation or termination.
 - d. Recall to Short Tour of Active Duty. If an officer is recalled to active duty for a period of less than 20 weeks (short tour of duty - PCS entitlements not authorized) before the 180 days limit expires, the time limit for completion of shipment shall be extended by a period equal to the length of the short tour assignment, but in no case shall the time limit expire less than 45 days following the end of the short tour of duty if the tour lasted 30 days or longer.