

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC24--Travel and Transportation
Subchapter CC24.6--Transportation of Household Goods
Personnel INSTRUCTION 5--Items Requiring Special Attention, Shipment via
Expedited Mode, and Unaccompanied Baggage

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Section A. Purpose and Scope

This INSTRUCTION provides Public Health Service (PHS) policies and procedures for the shipment of household goods and personal effects of PHS commissioned officers via expedited modes, shipment of articles of extraordinary value, and unaccompanied baggage.

Section B. Authority

See Section B. of INSTRUCTION 1, "General Information About Shipment of Household Goods," of this subchapter.

Section C. Use of Expedited Modes

1. An expedited mode of transportation (UPS, air freight, etc.) may be used for shipment of a portion of household goods and personal effects within a net

weight allowance of 1,000 pounds. The expedited mode may be used when necessary to allow the officer to carry out assigned duties or to prevent undue hardship to the officer or his/her dependents when the use of ordinary means of transportation will not serve the purpose. The expedited mode shall not be used merely as a matter of convenience to the officer, nor will exclusive use of a carrier's vehicle be authorized at Government expense to meet the requested delivery date. Only those household goods and personal effects that are required for the performance of duty or to prevent undue hardship shall be shipped via the expedited mode. Amounts in excess of 1,000 pounds net weight may be shipped via the expedited mode (including air freight) only when specifically authorized on personnel orders (see paragraph C.3, below). In these instances, the personnel order will specify the maximum net weight to be allowed via the expedited mode of transportation.

2. If more than one expedited shipment is requested, Government cost shall not exceed the cost of household goods shipped via the expedited mode in one lot.
3. When it is necessary to ship more than 1,000 pounds net weight of household goods and personal effects in order to allow the officer to perform assigned duties or because of the unusual nature of the assignment, the Director, Division of Commissioned Personnel, Office of the Surgeon General, may authorize or approve a greater limit. The request must be made by the office or program administratively responsible for the shipment and must be in memorandum form, or must be indicated on an attachment to the form PHS-1662, "Request for Personnel Action - Commissioned Officers," on which the transfer is requested. A brief justification should be included in the request along with an estimate of the weight limit deemed adequate and the expedited mode to be used. If approval is granted, it will be indicated on the original transfer personnel order or by a subsequent personnel order.
4. Goods authorized to be shipped via an expedited mode should be shipped on a separate Government bill of lading. Goods to be expedited should be packed appropriately for transporting. This may be accomplished by one of the following procedures:
 - a. By the carrier transporting remainder of household goods. Charges for such packing must be itemized and submitted for payment with the Government bill of lading covering shipment of the bulk of household goods; or
 - b. By commercial company. Owner may pay for such packing and submit paid receipt with a claim to the appropriate accounting point for reimbursement.
5. An example of how expedited shipments are entered on a Government bill of lading is shown in INSTRUCTION 4 of this subchapter, "Government Bills of Lading."

Section D. Articles of Extraordinary Value

Motor carriers of household goods will not accept articles of extraordinary value, e.g. currency, valuable papers, jewelry, collections, precious metals, etc. Such articles should be shipped via an expedited mode and/or left in the possession of the officer to be transported personally. Articles of extraordinary value, when necessary, may be packed and/or crated and shipped via an expedited mode of transportation. Packing of such shipments may be handled in the same manner as the packing of household goods and personal effects shipped via an expedited mode. Such shipments must be consigned to the officer or an agent he/she designates in writing. Charges for declared valuation in excess of the released valuation in the carrier's tariff at the lowest rate will be borne by the officer.

Section E. Unaccompanied Baggage

Shipment of unaccompanied baggage (that portion of an officer's personal effects that is not carried free on the ticket used for personal travel and is authorized to be shipped separately from the bulk of household goods) may be handled in the same manner as through bill of lading shipments of household goods; or, when the officer has been provided with a ticket via a Government Transportation Request (GTR) on a U. S. air carrier to an overseas destination, by the issuance of Government Excess Baggage Authorization Tickets.