

MANUAL: Personnel
Chapter Series CC--Commissioned Corps Personnel Manual
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC24--Travel and Transportation
Subchapter CC24.6--Transportation of Household Goods
Personnel INSTRUCTION 9--Shipments Between the United States and Points
Outside the United States

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Section A. Purpose and Scope

This INSTRUCTION prescribes Public Health Service (PHS) policies and procedures governing the transportation of household goods and personal effects of PHS commissioned officers at Government expense when one or both of the shipping points is outside the 48 contiguous states.

Section B. Authority

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

Section C. General

1. As used in this INSTRUCTION, the term "United States (U.S.*)" means the 48 contiguous states and the District of Columbia.
2. The appropriate shipping officer, as designated in Section D., below, will arrange for authorized shipments of household goods and personal effects from points in the U.S. to points outside the U.S., and between points outside the United States. When arranging for such shipments, the shipping officer will utilize the method of transportation that will provide the required service at the lowest overall cost to the Government. Consideration should be given to the use of a carrier that will provide door-to-door containerized service. This method of shipment eliminates unnecessary crating and extra handling of goods, thereby providing a more efficient and safe transport of goods.

Commissioned officers will initiate shipments by submitting form PHS-4013-1, "Application for Shipment of Household Goods (Commissioned Officers)," to the designated shipping officer. See INSTRUCTION 1 of this subchapter for an example of form PHS-4013-1.

3. Commissioned officers on permanent change of station (PCS) orders to an overseas location may be authorized the following:
 - a. Shipment of household goods and personal effects to overseas location;
 - b. Placement of household goods in nontemporary storage at place of origin;
 - c. Shipment of goods to a designated place in the United States and/or a combination of the above.

The personnel order should be consulted to ascertain what entitlements are applicable to the PCS.

4. All shipments of household goods and personal effects outside the continental U.S. will be on American-registered vessels or aircraft.

Section D. Shipping Officers Designated for Shipments
to Points Outside the United States

1. All authorized shipments of household goods and personal effects, including calls to active duty, to points outside the United States will be arranged by the household goods shipping officer at the National Institutes of Health, Building 31, Room B1C02, 9000 Rockville Pike, Bethesda, MD., 20892, for officers assigned to all PHS activities except (1) those assigned to the Centers for Disease Control (CDC), and (2) personnel transferred to or from Alaska.

2. The household goods shipping officer located at the CDC, 1600 Clifton Road N.E., Atlanta, GA., 30333, will arrange all shipments for personnel assigned to the CDC activities.
3. Shipments of household goods to points in Alaska are arranged by the shipping officer located at the Alaska Native Health Service, Box 7-741, Anchorage, Alaska 99510.

Section E. Shipments Originating Outside the United States

1. The methods described in this subsection may be used for shipments returning to the United States and for shipments from one overseas location to another.

Authorized shipments of household goods originating at points outside the United States (except Alaska) can be referred by the commissioned officer to the nearest American Embassy or Consulate for shipment. This service will be provided to PHS by the American Embassy or Consulate pursuant to an agreement between the Department of State and PHS whereby the Department of State will be reimbursed by PHS for providing this service. Shipments from points outside the United States where the Department of State does not have representation will be arranged by the same shipping officer designated in Section D., above, who is responsible for shipments from the United States for the particular area and PHS component concerned, unless another shipping officer has been directed to make arrangements by the PHS component to which the officer is assigned.

2. As an alternative procedure (if time permits), officers may make application for shipment to the shipping officer located at the last duty station (prior to overseas assignment) to arrange for shipment back to the United States and to coordinate the withdrawal of household goods from nontemporary storage (if applicable) upon the officer's arrival at the new duty station.

Section F. United States Dispatch Agents

1. U. S. Dispatch Agents are used for the shipment of privately-owned vehicles from the United States to points overseas and for shipments of household goods and personal effects originating outside the United States when the officer has arranged for shipment through an American Embassy or Consulate. Under some circumstances, a shipping officer within a PHS component may need to use the services of a dispatch agent for overseas transportation of a crated shipment.
2. When utilizing the services of a U. S. Dispatch Agent for shipment, goods must be packed and/or crated and shipped via rail consigned to the U. S. Dispatch Agent. This can be done by use of a purchase order or the officer may pay in cash for packing and submit the paid receipt with claim for

reimbursement to the appropriate finance office. The shipping officer must contact the dispatch agent to obtain the correct delivery address of the pier or warehouse to be used. Household goods must never be shipped to the dispatch agent without first contacting the agent and obtaining instructions. Dispatch agents to be notified regarding shipment will depend upon points of origin as follows:

U.S. Point of OriginU.S. Dispatch Agent to Notify

Any point east of the Rocky Mountains but not including Washington, D.C., and States of Delaware, Kentucky, Maryland, North and South Carolina, Virginia and West Virginia

U. S. Dispatch Agent
Building B
485B U.S. 1 South
Iselin, NJ 08830-3013
Telephone: 201-855-8888

Washington, D. C., and points in Delaware, Kentucky, Maryland North and South Carolina, Virginia and West Virginia

U. S. Dispatch Agent
230 U. S. Customs House Building
Telephone: 301-962-3620

Any point west of the Rocky Mountains.

U. S. Dispatch Agent
555 Battery Street, Room 313
San Francisco, California 94111
Telephone: 415-556-6460

Clearance of incoming shipments to Gulf ports.

U. S. Dispatch Agent
P. O. Box 522-396
General Mail Facility
Miami, Florida 33152
Telephone: 305-526-2905