

## TMO INFO SHEET for Inbound AWC Students

Incoming AWC Students will need to know the following information prior to in processing through TMO.

### Inbound Shipments

Contact JPPSO-SAT: 800-599-7709 TMO Maxwell – 334-953-4774/75 DSN – 493-4774/75

You can avoid waiting time & long lines by making photocopies prior to arrival. We want the photocopies. Make legible photocopies of all weight tickets, gas receipts, toll receipts and packing material expenses. Have all \*expenses calculated and totaled on your forms (\*checklist and travel voucher) prior to arriving at the TMO or the processing line.

**If you are planning to make a PPM/DITY Move, be sure to contact your origin TMO Office and request the following documents: DD Form 2278, DD Form 1351-2, (required with PPM) Checklist & Expense Certification form dated 20140327. Do not use the one in DPS.**

Your local MPF will require **1 copy of PCS Orders & Amend orders (front & back)**

Maxwell AFB AL, FM office will require an **Electronic Funds Transfer Memorandum, for pay-out with the PPM.**

The following procedures **must** be accomplished prior to processing through TMO

1. **Receipts:** Photocopy Receipts must be legible! Photocopy-as many receipts as possible on one sheet of paper (single side). Each sheet will have name, rank, last 4 of SSN.
2. **BAH Waivers:** If a service member is a considered a GEO Bachelor and will be on a limited weight entitlement the BAH Waiver will be required as part of PPM packet when submitted.
3. Checklist & Certification of expenses- have all expenses listed & totaled
4. **DD Form 1351-2** Great emphasis is placed on block 18 nature of expenses (Required form with PPM)

**Weight tickets-** (Make Legible photocopies of all Weight tickets)

1. Weight tickets **must** be certified with the weight master's signature or stamp.
2. **Identify weight tickets as "Loaded or Empty" for each vehicle used.**
3. Photocopy of registration for personal owned trailers. You may use any type trailer to move your goods, however not all trailers qualify as personal property for weight. See your origin TMO if you have questions.
4. If you are shipping pro gear in your PPM, you must have an approved document/letter from the origin TMO certifying the contents and approved weight. **NO AFTER THE FACT CERTIFICATIONS WILL BE APPROVED AT DESTINATION. Check with your transportation office for service specific instructions.** If you ship pro gear with your household goods, make photo copies of the inventory pages that reflect pro gear only and submit them with your PPM package.

### Expenses

Expenses claimable are payments to rental companies for rental vehicles, packing materials, moving equipment (hand trucks, furniture pads), gas, and (oil only), tolls and weighing expenses. Fuel and oil cannot be claimed if a POV was used. Not claimable include: Tow dollies, tow bars, auto transporters, insurance, sales tax, meals and lodging. This isn't all inclusive. Check with TMO if you have questions.

### Storage:

A. Course(s) of Instruction of 20 or More Weeks at One Location

1. When a member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (at which the scheduled cumulative duration at one location is 20 or more weeks):
  - a. HHG Transportation.

HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or b. NTS. Upon Service-concerned authorization/approval, NTS at origin may be converted to SIT at the member's request, in whole or in part if the member is authorized, under an authorization/order, to transportation or NTS. The conversion is at Gov't expense. However, any storage costs accruing for periods in excess of 180 days are the member's responsibility. Unless otherwise provided in par. U5375- B3, no additional HHG storage is authorized before further PCS authorization/order is issued.

2. A member who, at course conclusion is permanently assigned to the location, at which the course was conducted, is authorized transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under par. U5345-D, is authorized transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. See par. U5317, item 7.

B. If residing in off base housing, you are responsible for accepting delivery of all of the Household goods you shipped. You are not authorized additional storage at government expense. Take advantage of the above referenced regulation if you are planning on moving into a smaller home or have seasonal items not applicable to this area.

There are many changes occurring within the household goods moving field. A lot has probably changed since your last move. Don't rely on what you think you know. Contact your Traffic Management Office for the latest news. You can also get additional info from the following web sites: [www.move.mil](http://www.move.mil)

**You are not entitled to Permanent Storage for your household goods at Maxwell AFB (unless you are residing in base housing) and only for those items approved by Housing Management.**

**However, you can place household goods in Permanent Storage without restrictions at your *current base* for the duration of your assignment as a student at Maxwell AFB.**

### **IMPORTANT NOTE:**

Entitlements begin with the date orders are published or a LOA (Letter of Authorization) with fund citation. Any action taken by you prior to this will not be reimbursed.

PODS – If you plan to use “PODS” for your move, remember that not all of their charges are claimable/reimbursable. Check with your origin Transportation Office before signing any contracts. Make sure the weight tickets clearly identify the Gross, Tare, and Net weights of the authorized items only, i.e. no vehicles moved with the household goods.

Don't forget to register in DPS for your passwords/logins.