

TMO Personal Property

- Weekdays 0900-1500
- Closed 3rd Thurs each month
- 31Irs.lgrd.personalproperty@us.af.mil
- DSN: 632-1709/ COMM: 0434301709
- Building 1413 Room 237

START THE TMO PROCESS AS SOON AS YOU
HAVE ORDERS!





What we'll
cover

Starting your move

Shipment Types

Weight Allowance

Retirees & Separates

Wine & Motorcycle Requirements

Inconvenience Claims

Lithium Batteries

Shipping/Storing POV

Brochures, POC's & links



Mass Brief
Information

As soon as you get orders, please Log into
DPS, input your orders and create your
shipments!

For Members PCS'ing CONUS the required documents are Orders,
1299,1797,1252,30-3
(If applicable) + Motorcycle Documents, Wine/Alcohol Documents

For Members PCS'ing OCONUS the required documents are ORDERS, 1299,
1797 (1434 - UK ONLY)
(If applicable) + Motorcycle Documents, Wine/Alcohol Documents

After creating your shipments, schedule a Mass Briefing's offered on Mon &
Wed in BLDG 1413 at 0900 in the TMO Conference room.

***Please bring all required documents to the Mass Briefing or you will be asked
to reschedule!**

Where to find DPS?

- DPS Website: <https://eta-teams.transport.mil/teams/home>
- You can also find your way to DPS using Military OneSource.
<https://www.militaryonesource.mil/moving-pcs/plan-to-move/pcs-and-military-moves/#moving-your-belongings>



Moving Your Belongings

- **DPS** – Schedule your household goods shipment in the Defense Personal Property System and manage your shipment.
- **Arranging a Personal Property Shipment** – Learn about types of assignments, PCS entitlements, the weight estimator tool and shipping options.
- **Shipping Your Car** – Relocate a privately owned vehicle.

Going OCONUS?

Learn about Moving and Family Logistics for OCONUS Moves and prep for your overseas adventure.

LET'S GO

Mass Brief
Information

VERY IMPORTANT NOTE TO
REMEMBER!!

No Documents Drop-Off = No Scheduled Pick-up

INCOMPLETE Required Documents = No Scheduled Pick-up

*****Members need to drop-off required documents in TMO
Personal Property Office before TMO can book your
shipment.*****

Seasoned PCS'ers, Civilians, Retirements, Separations



- SCHEDULE AND ATTEND A TMO MASS BRIEF EVERY MONDAY and WEDNESDAY AT 0900.
- Scan QR code or visit <https://waitwhile.com/locations/personalpropertymass> to schedule your briefing.
- **NOTE 1: If shipping alcohol/wine or a motorcycle, you must provide additional documentation at the mass brief.**
- **NOTE 2: We can book shipments without Wine Documentation but without motorcycle documentation we cannot book your shipment.**

1st time PCS'er or ERD



- Do not have to attend a mass brief.
- Please schedule a one-on-one counseling session appt (preferred) or walk-in with a copy of your orders.
- Scan QR code or visit this website to schedule an appt/join our waitlist:
<https://waitwhile.com/accounts/311rstmo> *Select Personal Property*
- Walk-in Hours: M-F: 0900-1500//Closed for Training: 3rd Thursday of each month.
- **NOTE: If shipping alcohol/wine or a motorcycle, you must provide additional documentation at the time of counseling**

Different types of shipments

Household
Goods
(goes by boat)

Unaccompanied
Baggage
(goes by air)

Non-temporary
Storage
(stored in
Virginia)

Personally
Procured Move
(PPM)
(ship or drive
items to your
next base)

Non-temporary
storage release
(NTSR)
(release your
items from the
govt storage
facility)

Weight allowance for all shipments

GRADE	WITH DEPENDENTS	WITHOUT DEPENDENTS
0-10 to 0-6	18,000	18,000
0-5 to W-5	17,500	16,000
04- to W-4	17,000	14,000
0-3 to W-3	14,500	13,000
0-2 to W-2	13,500	12,500
0-1, W-1, or Service Academy Graduate	12,000	10,000
E-9	15,000	13,000
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadet	8,000	7,000
Service Academy to Cadet or Midshipman		350



**UB
Weight
Allowances**

MAXIMUM UNACCOMPANIED BAGGAGE WEIGHT ALLOWANCES FOR AIR			
R U L E	A If the grade is	B and the member is	C then the allowance is
1	01 to 03	PCS	600 lbs net weight (See notes 1 & 2)
2	04 to 06		800 lbs net weight (See notes 1 & 2)
3	07 to 08		1000 lbs net weight (See notes 1 & 2)
4	09		1500 lbs net weight (See notes 1 & 2)
5	010		2000 lbs net weight (See notes 1 & 2)
6	E1 to E8	PCS	500 lbs net weight (See notes 1 & 2)
7	E9	PCS	600 lbs net weight (See notes 1 & 2)
8	CMSAF	PCS	800 lbs net weight (See notes 1 & 2)
9	E1 to 010	PCS and authorized movement of dependents	350 lbs net weight for each dependent 12 yrs of age or older. 175 lbs net weight for dependents less than 12 yrs old.
NOTES:			
<p>1. Single and unaccompanied members assigned to duty stations outside the CONUS have two options. They may ship the normal UB allowance by air or 10 percent of their full JTR weight allowances by surface (700 lbs for E-1 through E-4). This surface option is also authorized for the member of a military couple not authorized to ship a HHG weight allowance. When the member elects the surface option, the shipment may include HHG. Split shipments (part by air, part by surface) are not authorized.</p> <p>2. For unaccompanied members assigned to a hardlift area, shipment of the 10 percent option, by air, is authorized.</p>			

Retiree



Authorized to ship to Home of Selection
(any U.S state or territory)

You have 3yrs from date of retirement to
use moving entitlements.

Option to place property in NTS (non-
temporary storage) for up to 1 Yr from your
effective date of retirement if you are
unsure of the location you want your HHGs
to go to.

Separatee

- Block 17 on your separation order (AF IMT 100) will tell you where you're authorized to ship HHGs to.

Note: For members transferring to the guard/reserves, your orders must reflect the base, the state or city you will be transferring to.

- Option to place property in NTS (non-temporary storage) for up to 6 months from your effective date of separation if you are unsure of the location you want your HHGs to go to.

Wine & Motorcycle Requirements

Wine Requirements

- Forwarders/Customs POA (Get from Legal)
- Wine Declaration (On our SharePoint)
- Wine Inventory (Template on our SharePoint)
- Stateside Authorization Memo (Must obtain memo from your State's Alcohol Beverage Control Administration)

Motorcycle Requirements

- Forwarders/Customs POA (Get from Legal)
- US DOT Declaration H-7 (On our SharePoint)
- EPA Declaration (On our SharePoint)
- Copy of Title or Bill of Sale
- Police Release Check (can get from Pass&Regs 2 weeks before your pick-up date)

****We will NOT book shipments if we do not have all of the required wine documents****

Lithium Batteries

- Lithium Metal Batteries commonly found in: Cameras, watches, remote controls, handheld games, ect
- Lithium-Ion Batteries commonly found in: Cellphones, power tools, digital cameras, laptops, robot vaccums, tablets, lawn care equipment, e-bikes and ect.

What lithium batteries can I ship?

1. Lithium-ion batteries measured at 100 watt-hours or less (20 watt-hours or less for single cell)
2. Lithium metal batteries containing 2 grams or less of lithium content (1 gram or less for single cells)

➤Your responsibilities:

1. Identify all lithium batteries and devices to the movers during your pre-move survey.
2. On packing day, have all lithium batteries and devices removed from devices(if removable), accessible and identified for your packers.

NOTE:

1. All lithium batteries are **prohibited** from being stored in **Non-Temporary Storage Shipments**.
2. For lithium batteries over the size limit, you will have to find alternative methods to get them to your destination.

• Pre-Move Survey •

- Pre-move Survey is conducted by your local agent to know what packing materials needed for your personal property shipment.
- This includes to identify any special packing materials such as crates.
- This will also identify what tools will be needed by the packers and to survey your area to plan the execution of packing and loading of your items.

➤ **Your responsibilities:**

1. It is your responsibility to be with the agent throughout the survey.
2. It is your responsibility to secure high value items before the scheduled pre-move survey.
3. It is your responsibility to clean and organize your personal properties and home before the pre-move survey.
4. It is your responsibility to identify which is going to HHG, which is going to UB and which are not going to be packed.

• Prepare Your House and Belongings •

- **Stay organized by creating a moving binder.** During a move you are going to need ready access to lots of paperwork, such as copies of your orders, birth certificates, Social Security cards, mortgage documents, rental agreements and other hand carry documents.
- **Create your own photo inventory.** A great way to [make a record of everything you own](#) is to open doors, cabinets and drawers and take pictures. You can do the whole house in about an hour. If you end up needing to make a claim, a photo is hard to dispute. Specially on High-value items
- **Use clear, resealable bags to collect loose hardware during furniture disassembly.** Nothing gets lost quicker than the hardware that keeps beds together or mounts a TV to a bracket. Use clear resealable bags to tape hardware from beds to bed frames so they all arrive together and make reassembly after delivery much easier.
- **Don't move still-packed boxes.** If you haven't used an item in two years, you probably don't need it anymore.
- **Remove items from the walls before the packers arrive.** Your packers are not responsible for removing wall-mounted items, so make sure all pictures, curtains, curtain rods and mounted TVs are down and ready for the movers to pack. Use clear, resealable plastic bags to tape the mounting hardware to the back of items.
- **Prepare drawers and toy bins for packing by placing contents in clear resealable plastic bags before the packers come.** Think silverware, spices, kitchen utensils, markers, pencils and toy bins. Having small, sorted items in clear, resealable bags can help make unpacking much easier.
- **Photograph the condition of your home on moving day before the packers arrive.** Make a video record of the walls, floors and appliances so you'll have a digital record of the condition of your home before the packers arrive in case any damage is done.
- **Block off a "Do Not Pack" area.** Put aside any items that you'll need on your road trip or that you want to transport yourself. Place these items in a location away from the packers, such as in a closet or your vehicle, and mark the area with a "Do Not Pack" sign. Make sure the packers and your family are aware of the "Do Not Pack" area so that important hand-carry items – like your car keys – don't end up in a moving box.
- **Organize Your Belongings Before Pack days.** Keep house clean and organized for the movers to have enough space to safely work with your personal property movement.

Shipping a POV

- Must be authorized on orders
- Contact VPC Port or visit website below to schedule appt and find vehicle requirements

Storing a POV

- Must be authorized on orders
- Need Authorization memo from us (TMO) before taking vehicle to VPC

****The VPC is its own entity and creates its own policies and procedures.****

(SEE VPC CLEANING GUIDE FOR MORE INFO)

Vehicle Processing Center:

www.pcsmypov.com

0434-651106

Via Monte Tremol No. 20
Industrial Zone Aviano PN



A grid of 16 dark blue buttons with white icons and text labels:

- Emergency (Red cross icon)
- Directory (Phone handset icon)
- Notifications (Microphone icon)
- Newcomers (31st Fighter Wing logo icon)
- 31 FSS (Three leaves icon)
- 31 LRS** (31st Logistics Readiness Squadron logo icon, highlighted with a red dashed border)
- 31 MDG (31st Medical Group logo icon)
- 31 SFS (31st Support Squadron logo icon)
- AADD (Car with slash icon)
- AFN (Antenna icon)
- M & FRC (Heart with wings icon)
- COBRA Clinic (Hand holding heart icon)
- Commander's Corner (US flag icon)
- E-Pubs (Book icon)
- Exploring Italy (Road sign icon)
- Feedback (Speech bubble icon)
- Housing Support (Classical building icon)
- Map (Compass icon)
- Public Affairs (Camera icon)
- Safety (Information 'i' icon)







- Personal Property >
- Passenger Travel >
- Travel Mgmt Co (SATO) >
- Vehicle Management >
- Individual Protective Eqpmt >
- Hours & Contact >
- TMO Inbound Carao >

- Virtual Sign-in & Appt Sign-up >
- DPS >
- Mass Briefs >
- Wine Shipments >
- Required Documents >
- Claims >
- Weight Allowances >
- Frequently Asked Questions >

PERSONAL PROPERTY INFORMATION QR CODES PROVIDED BY USTRANSCOM

INFORMATION QR CODES FOR YOUR NEXT MOVE !!

 It's Your Move 	 PCS Entitlements 	 Quick Reference 	 7 Day Window 
 DTR 	 JTR 	 PPM 	 POV 
 OCONUS 	 Pets 	 Containerization 	 Mold 
 Gypsy Moth 	 Customer Survey 	 Inconvenience Claim 	 Claims 

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POCs and Links

Local Carriers:

Roiatti (Pasha): 0434-573-040

Gosselin (Govlog): 0434-91214

ITO (ITO Group): 0438-430-425

Equipe (Sanrise): 0434-593-336

Vehicle Processing Center:

www.pcsmypov.com

0434-651106

Via Monte Tremol No. 20

Industrial Zone Aviano PN

DPS:

<https://dps.move.mil/cust/standard/user/home.xhtml>

TMO Personal Property Email:

31LRS.LGRD.personalproperty@us.af.mil

PPTY SharePoint:

<https://usaf.dps.mil/sites/Aviano/31MSG/31LRS/LGRD/PersonalProperty/SitePages/Departing-Aviano.aspx>

Alcohol Beverage Control Website:

<http://www.ttb.gov/wine/alcohol-beverage-control-boards#us>

ICE Comment Card:

<https://ice.disa.mil/index.cfm?fa=card&sp=144942&s=404>