

MILPERSMAN 4050-020

HOUSEHOLD GOODS (HHG) SHIPMENT AND STORAGE ENTITLEMENT POLICY

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References	(a) Joint Travel Regulations (JTR) (b) NAVSUP P-490, Transportation of Personal Property (c) OPNAVINST 4650.17A
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1. **Shipment**. Standard allowances for a household goods (HHG) shipment due to permanent change of station (PCS) orders are per reference (a), chapter 5, and reference (b).

a. Once the Government has transported HHG, no further transportation of the same HHG, for the Service member's convenience, is authorized under the same issued order.

b. Replacement HHG may be transported when the original shipment is destroyed or lost during transportation through no fault of the Service member.

c. HHG shipment **may** be approved for movement prior to receipt of official orders. Service members must obtain **prior** written approval from the personal property shipping office (PPSO) **and** must meet all the following criteria:

(1) A statement from the authorizing official (AO) or designated representative annotating the Service member was advised the order would be issued prior to its issuance.

(2) A written agreement, signed by the Service member, to pay any potential additional costs incurred.

(3) A written agreement, signed by the Service member, to pay the entire transportation cost if a PCS order is not later issued to authorize the transportation.

Note: Moves conducted prior to receiving official orders that are not pre-approved will **not** be reimbursed. This includes final separation and retirement moves.

d. Shipments conducted after an official PCS order is received must be shipped between authorized origin and destination points at government expense. Alternate authorized points are allowed if the order is later amended, modified, cancelled, or revoked.

e. HHG shipment not authorized or approved for transportation, or not within weight allowances, may not be reimbursed.

f. HHG shipments may be conducted to "other than authorized" locations. However, the Government's cost is limited to the Government's "best value" cost of transporting the maximum HHG weight allowance in one lot, regardless of how many shipments were made on the same order. Service members are subject to excess cost payment, by weight or cost, when single or multiple shipments exceed the Government's "best value."

g. Service members are subject to the PCS and non-temporary storage (NTS) weight limitations per reference (a). Additional weight limitations may apply per reference (a), supplement (Administrative Household Goods (HHG) Weight Allowance Locations).

h. Service members may elect to use either Government-arranged transportation or approved personally procured transportation. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the "best value" cost to the Government.

i. Shipments that are improperly transported or misdirected through no fault of the Service member may be re-transported at government expense to the proper destination (on the same order).

j. Additional information regarding HHG transportation for accession travel, transportation to or from a permanent duty station outside the continental United States (OCONUS), to or from a ship, when tour of duty designation changes, or due to a consecutive overseas tour or in-place consecutive overseas tour may be found in reference (a), chapter 2.

k. Service members who are on temporary duty (TDY) may be eligible for travel allowances to ship HHG when eligible and authorized per reference (a).

2. **Storage in Transit (SIT)**. SIT may be authorized or approved at any Department of Defense-approved storage facility at the origin, destination, or any point in between. Entitlement is as outlined in reference (a), chapter 5, and reference (b).

a. A Service member on a PCS order is authorized 90 days of SIT, unless specifically prohibited by reference (a).

b. If a Service member requires additional time, for greater than 90 days, but less than 180 days, due to circumstances beyond the Service member's control, the Service member must contact his or her PPSO for approval.

c. When HHG cannot be withdrawn within the first 180 days for circumstances beyond the Service member's control, additional extensions must be authorized by the joint PPSO transportation officer (TO) after review of the Service member's justification. Director, Navy Supply Headquarters Household Goods (NAVSUP HQ HHG) is the approving authority for SIT requests beyond 360 days.

3. **Special Storage**. Special storage at government expense may be authorized per reference (a), chapter 2, and reference (b) when TDY or deployed for 91 days or more, or an indefinite period, and no PCS is involved.

a. Storage may continue for up to 90 days after the TDY or until deployment is completed. Special storage extensions are requested as outlined in paragraph 2 through subparagraph 2c.

b. Special storage, when authorized, must be annotated in the TDY order with appropriate funding (line of accounting and transportation account code).

4. **Non-Temporary Storage (NTS)**. NTS may be authorized or approved as outlined in reference (a), chapter 5, and reference (b).

a. Circumstances that do not warrant NTS are outlined in reference (a).

b. NTS must be in a storage facility near the location of the HHG on the date the Service member's PCS order is issued. Director, NAVSUP HQ HHG or TOs may determine a different storage location based on the "best value" to the Government.

c. Once authorized or approved, NTS begins on the date the order is issued and continues as long as that order remains in effect (until a new order is issued).

d. A Service member may be authorized NTS as an alternative to HHG transportation, with prior approval from the PPSO, when NTS would be in the best interest of the Government. NTS for continental U.S. (CONUS)-OCONUS-CONUS and OCONUS-OCONUS assignments are in lieu of transportation and in the best interest of the Government. Ordinarily, NTS for CONUS-CONUS transfers are usually not permitted in lieu of transportation, unless approved through the waiver process, and in very limited situations such as unusually arduous sea duty units as designated in reference (c), homeport shifts, or cost benefit analysis where extended (long periods) SIT would be less cost effective.

e. Service members who separate or are relieved of active duty and are authorized HHG transportation to their home of record (HOR) or place of last entry into active duty (PLEAD) are authorized NTS for 180 days.

f. A Service member who retires from service, separates with separation pay, or is authorized HHG transportation to a home of selection (HOS) is authorized NTS for a year from the date of active duty termination listed on the orders. NTS extensions may be authorized by NAVSUP HQ HHG **only** if a Service member is undergoing medical treatment, on-going hospitalization, or is recalled to active duty before selecting a home.

5. **Short-Distance Moves.** A short-distance move may be authorized within the same city, town, or metropolitan area for circumstances outlined in reference (a) with **prior approval** by the Office of the Chief of Naval Operations (OPNAV) Military Pay and Allowances Policy Branch (OPNAV N130C). A template for such a request is available on the OPNAV N130C Web site:
<https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/>.

6. **HHG Transportation in Connection with a Unit Home Port Change.** The homeport change announcement is a PCS order modification until the PCS order is later amended, modified, cancelled, or revoked. More information regarding HHG shipment entitlements in relation to a homeport change can be found in either reference (a) or the ship's specific homeport change business rules that will be released prior to change of homeport.

7. **HHG Transportation in Connection with a Retirement, Separation, or Death of a Service Member.**

a. Time limits to transport HHG for a Service member who is reported as injured or ill, absent for 30 or more days in a missing status, or upon death are outlined in reference (a), chapter 5.

b. HHG transportation and NTS entitlements for Service members who separate or are relieved from active duty are outlined in reference (a), chapter 5.

(1) Authority to transport HHG to a separated Service member's HOR or PLEAD is limited to 180 days. HHG must be turned over to the PPSO for shipment prior to entitlement

expiration. A time limit extension for transportation may be authorized or approved by OPNAV N130C on a case-by-case basis.

(2) Extension requests must be received before the HOR or PLEAD transportation or storage expiration date. Justification must clearly demonstrate the circumstances of hardship that are outside of the Service member's control and specify why the request is not a matter of personal convenience or preference.

(3) A Service member unable to ship his or her HHG to the HOR or PLEAD upon separation may elect NTS for up to 180 days at government expense from the effective separation date. If the Service member elects to ship his or her HHG to the HOR or PLEAD, temporary storage may be permitted. No additional government storage is permitted at destination in excess of 180 days.

c. HHG storage and shipment entitlements for Service members who have retired, been placed on temporary disability retirement, or were either discharged with severance or separation pay or involuntarily released from active duty with readjustment or separation pay are outlined in reference (a), chapter 5.

(1) For Service members who deferred their HOS, NTS is permitted at government expense up to 365 days from the effective date of retirement on the official order only.

Note: Transportation in lieu of NTS exhausts the Service member's final transportation. Storage at the destination is limited to SIT only.

(2) Service members with an HOS and a physical destination delivery address upon retirement may transport their HHG to their elected HOS. SIT may be permitted prior to delivery.

(3) Regardless if HHG are placed in NTS for a deferred HOS transportation or shipped to the destination, Service members **must** turn HHG over to the PPSO within 3 years following active duty termination date. Any further extensions may be granted on an annual basis.

(a) Service members who meet requirements of subparagraph 7c and are requesting an extension to their final HHG shipment for medical or educational reasons must submit their request to Director, NAVSUP HQ HHG.

(b) Service members who meet requirements of subparagraph 7c and are requesting an extension to their final HHG shipment under "other deserving cases," must submit their request to OPNAV N130C. Requests must include the following information and documents:

1. Copy of DD 214 Certificate of Uniformed Service with any personally identifiable information (PII) redacted;

2. Copy of retirement or separation orders with all modifications and any PII redacted;

3. Current mailing address; and

4. Reason for extension, to include supporting documentation. Reasons for extension under "other deserving cases" must be, reasons that are **unexpected** and **beyond the Service members control**, not personal preference or convenience.