TRANSPORTATION PERSONAL PROPERTY PREPARING OFFICE

LOCATIONS

• SCHOFIELD BARRACKS - SOLDIERS SUPPORT CENTER BLDG
  750, RM 140 AYRES AVE  SCHOFIELD BARRACKS, HI 96857

Hours of Operation: 0730-1500 Monday, Tuesday, Thursday & Friday
(Wednesday briefing only)  CLOSED Wednesdays, Federal Holidays &
Training as posted.
REQUIRED DOCUMENTATION:

COMPLETE set of ORDERS (PCS, TCS, ETS/Sep, or RET Orders)

- If you do not have orders we CANNOT see you!
- Name, Rank, SSN, Dependents - ALL Must be Exactly CORRECT

COMPLETE Personal Property Pre-counseling Worksheet, with all required information:

- Soldiers’ full name / Rank / Social Security Number, Email Address
- Duty, Home, Cell Phone Numbers (at least 2 working numbers)
- Estimated Weight for Pickup(s) (Look at incoming shipment weight(s) – or roughly estimate approximately 1,000 lbs per furnished room, adding for large rooms, garage or large items)
- FULL Pickup address to include Street, Quad / Bldg # & Barracks Rm #, or Apt #
- NTS Removal (Only if you have property in NTS & Direct Delivery Address to ship to)
- List LARGE ITEMS
- Permanent Contact Address & Phone Number (Friend or Family ANYWHERE that can always reach you!)
REQUIRED DOCUMENTATION:

Personal Property Pre-counseling Worksheet, ... what to put for DESTINATION?

PCS - authorized to PDS/Next Duty Station
- ENTER CITY, STATE & ZIP Code of your PCS Assignment on Orders

ETS/SEPARATION - authorized to HOR (Home of Record) or PLEAD (Place Entered Active Duty) (per Orders)
- You are not ready to see us unless you have made a decision and are ready to ship, with a destination address, or have made a decision to place HHG in (NTS) storage.

RETIREMENT – authorized to HOS (Home of Selection)
- HOS can be any of the United States, unless HOR/PLEAD is outside U.S.
- HOS is irrevocable once declared
- You are not ready to see us unless you have made a decision and are ready to ship, with a destination address, or have made a decision to place HHG in (NTS) storage.

In absence of service member Special Power of Attorney (SPOA) or General Power of Attorney (GPOA) is required to sign documents and/or turn in personal property for shipment or storage.
Joint Federal Travel Regulations
Weight Allowances (Pounds)

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<tr>
<th>Grade</th>
<th>With Dependents</th>
<th>Without Dependents</th>
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<tbody>
<tr>
<td>O-10 to O-6</td>
<td>18,000</td>
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<tr>
<td>O-5 / W-5</td>
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<td>O-4 / W-4</td>
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<td>O-1 / W-1</td>
<td>12,000</td>
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<td>E-9</td>
<td>15,000</td>
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<td>E-3 to E-1</td>
<td>8,000</td>
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RETIREMENT ENTITLEMENTS:

Authorized HHG, POV, Travel, UB, NTS effective on date of Orders up to 1-year from effective date of Retirement (on orders)

• HHG Shipment – authorized to HOS (Home-of-Selection)
• POV Shipment – authorized to designated port nearest HOS
• Travel – authorized to HOS
• UB Shipment – authorized to any U.S. location
• NTS Storage – authorized for 1 year @ Govt expense

Authorization for Retirement Entitlement Extensions can be granted IAW JTR Regulations, requested yearly, up to 5 times maximum, due to:

• Undergoing hospitalization/medical treatment
• Undergoing education/training
• Unexpected event beyond member's control occurs preventing move to HOS within specified time limit, and if in Service’s best interest, and not more costly/adverse to the Service
ARRANGE APPOINTMENTS FOR COUNSELING (1):

***Immediately upon receiving orders, preferably 3 months PRIOR to departure, contact Transportation to check on next available counseling.***

**COME IN** to the Soldier Support Center Bldg. 750 Rm 140 Ayres Ave Schofield Barracks, HI 96857 or The Aloha Center 217 Montgomery Dr. Bldg. S330, Room 104 Fort Shafter, HI 96859

**FAX or EMAIL** orders then call for confirmation. (Fax: 808-655-8971 (SB)/438-3272 (FS) Email: usarmy.schofield.402-afsb.list.lrchi-trans-pppo@mail.mil Phone: 808-655-1868)

**Self-Counseling** is MANDATORY for all CONUS PCS. Self-Counseling allows **YOU** to do your own ‘counseling’ by reading, educating yourself, and selecting what you want based on what you are allowed.
ARRANGE APPOINTMENTS FOR SAME DAY/ WALK-IN (2):

***FIRST-COME, FIRST-SERVE BASIS AT SCHOFIELD BARRACKS ONLY***

COME IN to the office at 0730. At that time an appointment will be given for 0730 or later within the same day if one is available.

**Self-Counseling** is MANDATORY for all CONUS PCS. Self-Counseling allows YOU to do your own ‘counseling’ by reading, educating yourself, and selecting what you want based on what you are allowed.
ARRANGE APPOINTMENTS GROUP COUNSELING (CONUS PCS or ETS/Sep ONLY) (3):

*** FIRST-COME, FIRST-SERVE BASIS AT SCHOFIELD BARRACKS ONLY ***

COME IN or EMAIL to request next available Group.

Briefings will be at the Soldier Support Center Bldg. 750 Rm 140 Ayres Ave
Schofield Barracks, HI 96857

- PCS briefings are Mon/Wed at 1400, 25 per briefing.
- ETS briefings are Tues/Thurs at 1300, 15 per briefing.

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your own ‘counseling’ by reading, educating yourself, and selecting what you want based
on what you are allowed.
**ARRANGE APPOINTMENTS FOR DPS SELF-COUNSELING VALIDATIONS (4):**

*** FIRST-COME, FIRST-SERVE BASIS AT FORT SHAFTER ***

***IF APPLICABLE (see next slide)***

(1) At your **Home Computer**
(2) —or- COME IN to our **Self-Counseling Lab**
(3) **VISIT: MOVE.MIL**
   - (Request Self-Counseling ‘Completion/Validation’Appt)
   - Watch Video → Register for DPS Account
   - Perform DPS Self-Counseling → Enter Shipment info into DPS
   - Return for Self-Counseling ‘Completion/Validation’Appt

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WHAT HAPPENS AT APPOINTMENTS:

COUNSELING on Entitlements

- HHG (Household Goods) Shipment
- NTS (Non-Temp Storage/ “Long term storage”) only if authorized & applicable
- POV (Privately Owned Vehicle) Shipment ONLY 1 authorized per SM on orders!
  - If you shipped POV on ERD (Early Return of Dependents) you CANNOT ship another POV!

REQUEST pack and pickup dates

- Plan ahead and Stay flexible! No Holidays, No Weekends!
- HIGHLY SUGGESTED: Consolidate HHG & UB into 1 shipment, request partial delivery at destination.
- Be sure of dates; once shipment request is submitted only the assigned TSP (servicing company) can make date changes.

*** Based on Hawaii moving industry workload requirements, and closed out dates during peak times (often closed-out for 3-5 weeks in summer), ALL requested pack/pickup dates can/may/will be adjusted ***
POV – Privately Owned Vehicle

POV information is maintained by the GPC subcontractor, for Hawaii – the applicable VPC is (all other locations have their own applicable VPC):

Oahu / Honolulu VPC (Vehicle Processing Center)
INTERNATIONAL AUTO LOGISTICS (IAL)
Pasha Hawaii Terminal Pier 1, Forrest Avenue, Honolulu, HI 96814

Monday - Friday / 0700-1500
Closed federal holidays

POV status can be obtained by checking the website:
http://www.pcsmypov.com

Or, Call:
Local (808) 670-3095 / Toll Free 1-855-359-9499