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**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**JOINT FEDERAL TRAVEL REGULATIONS,
VOLUME 1/AND JOINT TRAVEL
REGULATIONS, VOLUME 2/AIR FORCE
SUPPLEMENT 1**

**AIR EDUCATION TRAINING COMMAND
Supplement 1
4 MAY 2004**

**AIR FORCE PERSONAL PROPERTY
MOVING AND STORAGE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SMSgt Phyllis Billingsley)
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Joint Federal Travel Regulations, Volume 1, and Joint Travel Regulations, Volume 2/AF Supplement, 1 April 2002, is supplemented as follows:

This supplement does not apply to the Air National Guard or Air Force Reserve Command. It requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication is Title 10 U.S.C. 8013. System of records notice F024 AF ILB, Personal Property Movement Records, applies. Privacy Act statement required by AFI 33-322, *Air Force Privacy Act Program*, is in AETC Forms 280, **Information for Shipment and Storage of Personal Property (Prior to Counseling)**, and 285, **Informal Shipment/Storage/Delivery Authorization**.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Managements of Records*, and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS]).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision renumbers information where necessary to align with AF Supplement 1 to the JFTR/JTR; updates all references to (HQ AETC/LGTT to HQ AETC/LGRTT and HQ USAF/ILTTA to HQ USAF/ILGT); deletes previous information incorporated in the AF Supplement and Defense Transportation Regulation, Part IV; adds definitions for airplane and privately-owned vehicle spare parts; establishes carrier

and agent payment procedures for services provided when movement is cancelled; provides guidance on personally procured move procedures for movement of property into and out of storage; and stipulates personnel authorized to certify DD Form 1701, **Inventory of Household Goods**.

4.2.2. See paragraph 6.8.2.2 of the AF Supplement.

5.1.2.2.1. Send fully documented recommendations for disapproval of additional temporary storage to HQ AETC/LGRTT. Send fully documented requests for additional temporary storage past 90 days after completion of TDY or deployment to HQ AETC/LGRTT.

5.2.5.1.1. Weight left in nontemporary storage (NTS) at origin being paid for by destination operation and maintenance (O&M) housing funds on AF Form 150, **Drayage/Storage Authorization - Government Quarters**, will not count against the permanent change of station (PCS) weight allowance moved on the PCS order.

5.2.6. Send requests through HQ AETC/LGRTT for forwarding to HQ USAF/ILGT.

9.6. (Added) **Airplane Spare Parts**. An airplane is defined in the Code of Federal Regulations (CFR) as an engine driven, fixed-wing aircraft weighing in excess of 254 pounds and having a fuel capacity in excess of 5 US gallons. Airplanes are prohibited from movement or storage in household goods per the Joint Federal Travel Regulations (JFTR). Thus, spare parts associated with an airplane are also prohibited from movement.

9.7. (Added) **Privately Owned Vehicle (POV) Spare Parts**. POV spare parts as defined in the JFTR, Appendix A, may also include items such as engines, radiators, seats, rear-end parts, etc., as long as parts are separate (not in an assembled POV).

10.3.2. Submit recommended changes to the JFTR/JTR through HQ AETC/LGRTT for forwarding to HQ USAF/ILGT.

10.6.3.6. Address requests to JPPSO-SAT/DIR and send an information copy to AFMC LSO/LOTA and HQ AETC/LGRTT.

10.9.2. Use this procedure on local moves when the local packing and crating (P&C) contractor is unable to affect the move. The traffic management flight (TMF) may then refrain from using the AF Form 9, **Request for Purchase**, for services performed after the fact. The TMF will ensure the certified invoice is proper for payment and is for an authorized entitlement after the fact. A definitive audit trail must be maintained. Use this procedure for a carrier or agent with appropriate operating authority. The basis for billing will be the applicable published intrastate tariffs. At least quarterly, advise the local contracting officer of all local drayage performed using these procedures.

10.10.1. On notification of an Air Force general officer move, advise HQ AETC/LGRTT immediately. Submit initial personal property movement data to HQ AETC, with weekly updates until all shipments have been delivered.

10.11. (Added) **Traffic Management Flight (TMF) Responsibilities**. TMF personnel will:

10.11.1. (Added) Ensure facilities are adequate to foster a quiet atmosphere conducive to counseling.

10.11.2. (Added) Annotate the reverse side of DD Form 1797, **Personal Property Counseling Checklist**, or block 13 of DD Form 1299, **Application for Shipment and/or Storage of Personal Property**, with the shipment valuation option selected by the member (basic coverage, option 1, or option 2). Have the member initial the selection statement to ensure there is no misunderstanding or disagreement.