

DOCUMENT NAME: SPM Shipments**DOCUMENT TYPE: 17**

1. Description: Self performed move (SPM) shipment.

2. Primary Forms: DD-1351-2, Travel Voucher or Subvoucher

3. Related Forms *CG-5131, Standard Travel Order For Military Personnel
 *DD-214, Certificate of Release or Discharge from Active Duty
 DD-1299, Application for Shipment and/or Storage of Personal Property (See Note 2)
 SF-1166, Voucher and Schedule of Payments (See Note 3)
 *Authorization Letter for Retirement
 *District Housing Authorization Letter

Note 1: Complete preparation of these forms is vital.

Note 2: DD-2278 may be substituted for DD-1299, and if used no approval letter or worksheet is required.

Note 3: SF-1166 must be clearly identified as SPM advance.

Note: * One of these will apply to each SPM move.

4. Document Number:

a. For PCS move use the TONO number from the PCS orders.

SAMPLE: 1704G84PRA123

<u>Document Type</u>	<u>FY Funded</u>	<u>Last nine digits of TONO</u>	<u>Suffix</u>
17	04	G84PRA123	

b. For District housing authorized move, use standard procedures for numbering.

SAMPLE: 1704904FAB001

4. b. (cont'd)

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
17	04	90	4	F	AB	001	

5. Accounting Line:

- a. For PCS, the accounting line should be on orders or in retirement letter. Object Class will be changed to 2221 for transportation of HHG-PCS.

SAMPLE: 2/P/401/299/21/0/RA/78040/2221

- b. For housing authorized local SPM move, the accounting line should be in the authorization letter from housing.

SAMPLE: 2/F/401/136/30/0/AB/12345/2221

6. **FINCEN Critical Processing Requirements:** Members must ensure all forms are completed in entirety. The following information is critical for processing:

- a. DD-1351-2. Claim for reimbursement must contain the following:

(1) Name, SSN, complete mailing address.

(2) Standard travel order number.

(3) Total advance payment received.

(4) Complete itinerary - block 1.

(5) SPM move expenses - block 5.

(6) Signature and date - block 14.

- b. The following supporting documentation must accompany the claim:

(1) DD-2278.

(2) Original certified weight tickets.

(3) Original copy of paid rental contract.

(4) SPM Move Certificate.

(5) Copy of PCS order.

- c. Claims for reimbursement must be submitted with supporting documentation directly to SPM Moves, USCG Finance Center, P. O. Box 4102, Chesapeake, VA 23327-4102.

- 6. d. Requests for SPM move advances must be submitted to the local travel office for payment authorization.

7. Other Information:

- a. If vehicle used is borrowed, a statement from owner is needed giving permission for use and type of vehicle.
- b. If weight ticket(s) are not available and transportation officer has verified they were unattainable and given a constructed weight for shipment, the need for certified weight tickets will be considered met.
- c. "After-the-Fact" approval will follow guidelines established in the COMDTINST M4050.6, Coast Guard Personal Property Transportation Manual.

8. FPD Information:

- a. Obligations are created in the Simplified Acquisitions Applet using the PO Icon. Obligations will transmit electronically via FPD.
- b. A copy of the form should be mailed to FINCEN.
- c. When transmitting to FINCEN only the obligation accounting information (XA record) will be sent.

9. Document Flow:

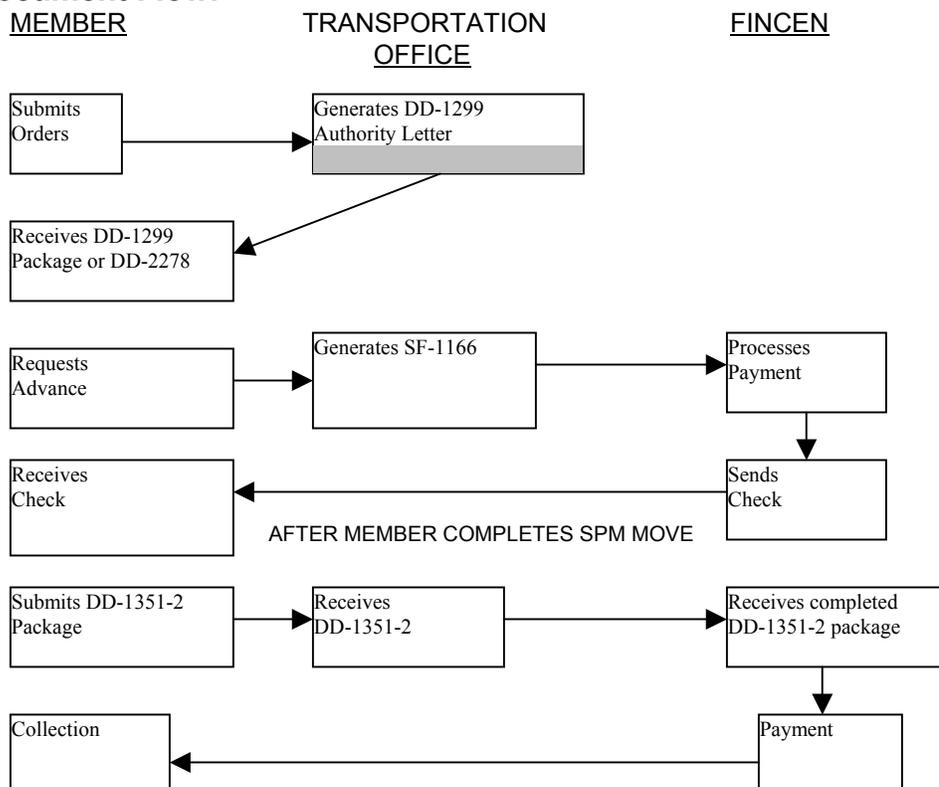


Figure 12C-30 SPM Move Shipments

9. (cont'd)

Note DD-1351-2 Package includes the DD-1351-2, CG-5131, DD-1299, SF-1166, copies of rental contracts on loan offer, and other receipts.

- a. Figure 12C-30 describes the procedures for processing SPM Move Shipments when payment is made by check.
- b. The member submits sufficient copies of orders to satisfy distribution requirements to the transportation officer.
- c. The transportation office generates DD-1299, DITY Authorization Letter, and SPM Worksheet, or DD-2278 and returns to member.
- d. SPM advance requests by eligible members can be processed three different ways:
 - (1) Through ACO issuing travelers checks.
 - (2) IMPREST fund advancing cash.
 - (3) DD-1166 forwarded to FINCEN for check to be issued.

Regardless of method used to get an advance it must be clearly identified on back of members orders and on DD-1351-2 so FINCEN can liquidate when payment is made.

- e. When move is completed, member submits SPM move package with all appropriate documents attached to SPM Moves, USCG Finance Center, P. O. Box 4102, Chesapeake, VA 23327-4102.
- f. Transportation office completes SPM worksheet, if applicable, checks for completeness of package, and forwards to SPM Moves, USCG Finance Center, P. O. Box 4102, Chesapeake, VA 23327-4102 for payment.
- g. FINCEN receives complete package, reviews, liquidates advance, and processes for pay.

10. Sample Forms: See Figures 12C-31, 12C-32 and 12C-33.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	UNDELIVERED COMMIT	ACCRUED ORDERS	EXPEND EXPEND
1704G84PRA123D00	103F	04100FH1O	78040	2221	0.00	0.00	0.00 65.00

12. References:

- a. COMDTINST M4050.6, Coast Guard Personal Property Transportation Manual.
- b. COMDTINST M4600.12, Travel Manual.
- c. Joint Federal Travel Regulations, Volume I.

APPLICATION FOR SHIPMENT AND / OR STORAGE OF PERSONAL PROPERTY <small>(Before completing form, read Privacy Act Statement on Page 2)</small>		1. DATE PREPARED (YYMMDD)	2. SHIPMENT NUMBER
		04-01-06	1/1
3. NAME OF PREPARING OFFICE		4. TO (Responsible origin Personal Property Shipping Office)	
Transp Off USCG Academy, New London, CT C706320		a. NAME Transportation Officer (FL)	
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, City, State, Zip Code)	
T.O. USCG Base, 196 Tradd St (CAPS) Charleston, SC 29401		U.S. Coast Guard Academy 15 Mohegan Ave New London, CT 06320	
6. MEMBER OR EMPLOYEE INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SSN	d. AGENCY
Smithe, Sam N.	Ens/O-1	123-12-1234	U.S. Coast Guard
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING			
a. HOUSEHOLD GOODS / UNACCOMPANIED BAGGAGE / ITEMS / NO. OF CONTAINERS (Enter quantity estimate)			
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (Enter none, if not applicable)	(3) EXPENSIVE AND VALUABLE ITEMS. NUMBER OF CARTONS	
1500 Lbs			
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)			
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT
			(5) TYPE EXPANDO (Describe)
(6) MOBILE HOME SERVICES REQUESTED (X as applicable)			
(a) Contents Packed	(b) Mobile Home Blocked		
(c) Mobile Home Unblocked	(d) Stored at Origin	(e) Stored at Destination	
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS			
a. TYPE ORDERS (X one)		b. ISSUED BY	c. NEW DUTY ASSIGNMENT
(1) PERMANENT	<input checked="" type="checkbox"/>	(2) TEMPORARY	CGC Eveready, Portsmouth, VA
		Comdt USCG	
d. DATE OF ORDERS (YYMMDD)	e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code)
03-12-19	1204G84PRA123		757 123-1234
h. IN TRANSIT ADDRESS (Street, City, State, Zip Code)			
Rt 1 Box 1, Anytown, NY 01234			
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION	
a. ADDRESS (Street, Address, City, County, State, and Zip Code) <small>(if mobile home, also include mobile home court name)</small>		a. ADDRESS (Street, Address, City, County, State, and Zip Code) (if mobile home, also include mobile home court name)	
U.S. Coast Guard Academy (GSK) New London, CT 06320		Rt 1 Box 1 Anytown, NY 01234	
b. PHONE NUMBER (Include Area Code)		b. AGENT DESIGNATED TO RECEIVE PROPERTY	
203 444-1234		Susie Smithe	
11. EXTRA PICKUP/DELIVERY ADDRESS (if applicable)			
12. SCHEDULED DATE (YYMMDD) FOR	a. PACK	b. PICKUP	c. DELIVERY
	04-01-15	04-01-15	04-02-02
13. REMARKS			
14. I CERTIFY THAT NO OTHER SHIPMENTS AND / OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (if none, indicate "NONE.")			
a. FROM	b. TO	c. NET POUNDS (Actual or est.)	d. POUNDS OF PROFESSIONAL BOOKS, PAPERS, EQUIPMENT (Actual or est.)
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES / STORAGE CONDITIONS. I certify that I have read and understand my shipping responsibilities and storage conditions printed on page 2 of this form.			
a. SIGNATURE OF MEMBER/EMPLOYEE	b. DATE SIGNED	c. ADDRESS OF CONTRACTOR (Street, City, State and Zip Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)			
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.			
a. REASON FOR NONAVAILABILITY OF SIGNATURE	b. CERTIFIED BY (Signature)		
	c. TITLE		

DD FORM 1299, DEC 85

Effective June 1, 1986 all previous editions of this form are obsolete.

Figure 12C-32 DD-1299, Application for Shipment and/or Storage of Personal Property

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131 (Rev. 11-94)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL												
1. SSN 123-12-1234		2. NAME (Last Name, First Name, MI) SMITHE, S.N.		3. RATE/RANK ENS/O-1		4. CURRENT DUTY STATION US COAST GUARD ACADEMY								
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone) RT 1 BOX 1 ANYTOWN, NY 01234				6. TRANSFER AUTHORITY COMDT MSG 020023Z DEC 03										
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:														
A G E N C Y	D I S T R I C T	A P P N C O D E	L I M C O D E	A L L O T F U N D	A L L O T L V L	P R O G R A M E L E M E N T	C O S T C E N T E R	O B J E C T C L A S S	D O C U M E N T I D E N T I F I C A T I O N N U M B E R			E S T I M A T E D C O S T	M I S C	
									T Y P E	F Y	N U M B E R			S U F F I X
2	P	401	299	21	0	RA	78040	2104	12	04	G84PRA123	000	1500.00	
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized):										30				
TRAVEL TIME		PROCEED TIME		LEAVE (INCONUS)		LEAVE (OUTCONUS)		COMPENSATORY ABSENCE		NON CHARGEABLE ABSENCE		DATE LINE ADJUSTMENT		
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW:								SCHEDULED DEPARTURE DATE:						
UNIT/STATION/PLACE				NATURE OF DUTY				TIME/DATE REPORTING						
COMMANDING OFFICER				FASDU				REP NLT 04 JAN 22						
USCGC EVEREADY				(OBC 12345B)										
				(BCN 1234567)										
10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS: 7040610 AUTHORIZED ADVANCE MILEAGE AND PERDIEM AUTHORIZED 30 DAYS NONCHARARGEABLE GRADUATION LEAVE MEMBERS HOME OF RECORD: ANYTOWN, NY SPM MOVE IS AUTHORIZED														
11. Member's Acknowledgement: I have been counselled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements, and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.														
12a. AUTHORIZING OFFICIAL (Name, Rate/Rank, Signature) R. K. GUARD, YNCS, USCG						12b. DATE 03DEC22		13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED NEW LONDON, CT				13b. DATE 03DEC22		

PREVIOUS EDITIONS ARE OBSOLETE

Figure 12C-33 CG-5131, Standard Travel Order for Military Personnel