

# Household Goods Request

OMB CONTROL NUMBER: 0702-0131

OMB EXPIRATION DATE: 03/31/2022

## AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0702-0131, is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil).

Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

## PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10 U.S.C. 7013, Secretary of the Army; Title 10 U.S.C. 9013, Secretary of the Air Force; Army Regulation 215-1, The Administration of Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities; Army Regulation 215-8/AFI 34-211(I), Army and Air Force Exchange Service Operations; and E.O. 9397 (SSN), as amended.

**PRINCIPAL PURPOSE(S):** To process official travel requests for civilian employees of the Army and Air Force Exchange Service; to determine eligibility of individual's dependents to travel; to obtain necessary clearance where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries and danger zones.


**ROUTINE USE(S):** Your records may be disclosed outside of DoD pursuant to Title 5 U.S.C. §552a(b)(3) regarding DoD "Blanket Routine Uses" published at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>. This may include disclosures to the attaché or law enforcement authorities of foreign countries, the U.S. Department of Justice or Department of Defense legal/intelligence/investigative agencies for security, investigative, intelligence, and/or counterintelligence operations.

**DISCLOSURE:** Voluntary, however failure to provide all the information needed may result in denial of your PCS orders.

A copy of the Privacy Impact Assessment (PIA) for this collection may be located at <http://www.aafes.com/about-exchange/public-affairs/FOIA/assessments.htm>.

## INSTRUCTIONS

1. Please read the above Agency Disclosure Notice and Privacy Act Statement prior to responding below to review, complete, and answer the following questions.
2. **In order to provide you with appropriate orders, each question must be answered.**
3. When you have completed the request form, press the submit button and your information will be automatically forwarded to the Exchange authorized HR travel associates for completion of your PCS orders.
4. All approved signatures will be obtained by the HR representative.
5. You will be provided a copy of your final approved PCS orders.
6. If you have questions, concerns, or need more information, please see your HR manager.

 Respond	
<b>Survey Name:</b>	Household Goods Request
<b>Survey Description:</b>	
<b>Time Created:</b>	MM/DD/YYYY XX:XX XM



## Household Goods Request

\* indicates a required field

### PLEASE READ BEFORE COMPLETING THE SURVEY

**HOUSEHOLD GOODS (HHG).** The maximum weight limit for HHG is 18,000 lbs. If the weight of your HHG exceeds the authorized weight limit, you will receive notice from the Exchange/AAFES regarding repayment for the excess amount. Typically, you should pack HHG's two weeks prior to reporting to your new duty station unless circumstances warrant otherwise (for example, going to a foreign overseas location).

**FOREIGN TRANSFER ALLOWANCES (FTA).** Associates who are transferring to a foreign overseas location are authorized to stay in temporary lodging (hotel) up to 10 days before departure. Please plan your HHG pack out and airline reservations accordingly.

**POINT OF CONTACT.** The POC for HHG, Non-Temporary Storage and Unaccompanied Baggage shipments is The Relocation Team at 214-312-2502.

Please answer the questions in order for us to set up your move. Once you complete this questionnaire, click on the FINISH tab.

1. Last name, First name, Middle name (include Jr, Sr, II, III, etc.) \*

2. Last five (5) digits of your SSN \*

3. Your Y Number (TSS id) \*

4. Your Current Grade \*

5. Number of Family Members (Dependents) \*

6. Report Date (DDMMYYYY) \*

7. Current Duty Station (Address & Facility #) example: Beale AFB, Marysville, CA 95903 Fac# 4793 \*

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8. New Duty station (Address & Facility# if known) example: Luke AFB, Glendale, AZ 85307 \*


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9. Current Home Address to include Zipcode (if an apartment, please give name of complex) \*

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10. Is your current home address where HHG will be picked up from? \*

- Yes
- No

11. If no to question #12, please provide address where HHG will be picked up from.

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12. County where you live in (not Country) \*

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13. Work/Office Phone Number (commercial) \*

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14. Home Phone Number \*

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15. Cell Phone Number \*

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16. Home address at new duty station. Input only if you have a delivery address for your HHG.

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17. Work/Office phone number at new Duty Station

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18. Temporary or Permanent Home/Cell Phone Numbers at New Duty Station (if available)

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If this is an OCONUS move, please read carefully and respond "Yes" on the next question. If this is not an OCONUS move, select "No" on the next question. NOTE: Hawaii, Alaska, Guam and Puerto



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Please answer the questions in order for us to set up your move. Once you complete this questionnaire, click on the FINISH tab.

1. Last name, First name, Middle name (include Jr, Sr, II, III, etc.) \*

2. Last five (5) digits of your SSN \*

3. Your Y Number (TSS id) \*

4. Your Current Grade \*

5. Number of Family Members (Dependents) \*

6. Report Date (DDMMYYYY) \*

7. Current Duty Station (Address & Facility #) example: Beale AFB, Marysville, CA 95903 Fac# 4793 \*

8. New Duty Station (Address & Facility # if known) example: Luke AFB, Glendale, AZ 85307 \*

9. Current Home Address to include Zipcode (if an apartment, pls give name of complex) \*

10. Is your current home address where HHG will be picked up from? \*

- Yes
- No

11. If no to question #12, please provide address where HHG will be picked up from.

12. County where you live in (not Country) \*

13. Work/Office Phone Number (commerical) \*

14. Home Phone Number \*

15. Cell Phone Number \*

16. Home address at new duty station. Input only if you have a delivery address for your HHG.

17. Work/Office phone number at new Duty Station

18. Temporary or Permament Home/Cell Phone Numbers at New Duty Station (if available)

If this is an OCONUS move, please read carefully and respond "Yes" on the next question. If this is not an OCONUS move, select "No" on the next question. NOTE: Hawaii, Alaska, Guam and Puerto

Rico are considered OCONUS moves. They are non-foreign OCONUS moves.

When you go OCONUS, you are authorized to:

- Ship your HHG to your new duty station.
- Permanently store HHG's in the vicinity of your current (present) duty station until you return to CONUS.
- Ship unaccompanied baggage (also referred to as hold baggage). This shipment is not authorized to go into storage; you are required to accept this shipment when it arrives. Since this is transported by an expedited mode, it is more expensive. Note: The Exchange will be required to charge you all storage fees if the baggage goes into temporary storage. Charges would also include unpacking, handling in and delivery out. Typically, each shipment is contracted to a different company, so we do not recommend any HHG/Unaccompanied shipments be scheduled for the same day, but on separate days.

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19. Is this an OCONUS move? \*

- Yes (Outside the lower 48 states)  
 No (Within the lower 48 states)

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20. The Exchange/AAFES estimates 1,500 lbs. per full room of furniture. Please estimate the weight of HHG you will be moving. \*

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21. If you estimate 4,000 - 9,000 lbs., provide two (2) days. One day to pack and one day to load. If you estimate 10,000 lbs. or more, provide three (3) days. Two days to pack and one day to load. The Exchange/AAFES does not pay overtime or holidays, please do not select weekends or holidays.

Provide requested pack/pick-up dates for HHG moving. Please include all applicable dates. \*

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22. Will you be shipping any weapons? \*

- Yes  
 No  
 No, shipment, Yes I will store in non-temp storage.

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23. Provide make/model/serial number of each weapon \*

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If yes to question #24, Federal laws require you to complete form DD-2760 certifying you have not been convicted of a "misdemeanor crime of domestic violence". Form DD-2760 can be located on the AAFES Intranet Forms & Pubs link, refer to DoD Forms.

You are not authorized to ship weapons to the following countries: Germany, Japan, Okinawa, Italy or Turkey. Going overseas you are authorized to store the weapons in your non-temp storage shipment.

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24. Storage: You are authorized non-temp (permanent) storage at your old duty station until you PCS back to the states. Please provide requested pack/pick-up dates for storage (DDMMYYYY) and the

estimated WEIGHT in lbs. you will be storing. Please include all applicable dates.

Input N/A if you do not need to store anything. \*

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25. Unaccompanied Baggage (Overseas Moves Only) what is your requested pack/pick-up date? (DDMMYYYY) Input N/A if you will not be shipping. \*

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Unaccompanied Baggage Shipment is restricted to 350 lbs. (over 12 yrs old) and 175 lbs. (under 12 yrs old). Maximum authorized weight is 1,000 lbs.

In lieu of shipping unaccompanied baggage, you can:

1. Mail items or
2. Take two (2) extra pieces of luggage on the plane (per family).

NOTE: Both options above need prior approval by the Relocation Team at 214-312-2502. \*

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26. Provide your internet email address(s) \*

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27. If you have a moving company you prefer please let us know by typing the company name in the block. If possible we will try and accomodate your request. Unfortunately, you cannot select for overseas moves.

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Since your move is booked through this office, please notify us of any changes ASAP so your paperwork and Relo File can be updated.

Please provide any additional comments at this time.

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Please stop here and select the FINISH tab to complete your form.

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STOP - PLEASE DO NOT CONTINUE - THE FOLLOWING WILL BE COMPLETED BY THE HQ RELOCATION OFFICE.

GBL Number

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CODE

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Origin Area



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Destination Area

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Mileage/Schedule

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Carrier SCAC  
Shipment Awarded To

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Booking Agent and Phone Number

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Date Sent to Booking Agent (DDMMYYYY)

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Destination Agent/T.O.

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Comments