



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

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PDTATAC/hm

15 April 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 28-14(E)/CAP 28-14(E) – APP W Updates
(Japan Locations)

1. SYNOPSIS: This memo updates JTR, APP W administrative weight allowance locations and footnotes. APP W, par. D adds standardized clauses to clarify requirements indicated in the appendix. Appendix W is the only regulatory authority and source for authorized JTR administrative HHG weight allowances, which are authorized by the [PDTATAC MAP/CAP](#) governance committees for JTR inclusion. Point of contact for proposed APP W changes are the MAP/CAP representatives found in the above website hyperlink.

2. These changes are scheduled to appear in JTR change, dated 1 June 2015.

3. This determination is *effective on 1 May 2015*.

//approved//

TONIA BOCK

Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JTR APPENDIX W REVISIONS:

ADMINISTRATIVE WEIGHT ALLOWANCE LOCATIONS

A. Authority. Only the locations in par. D have administratively reduced HHG weight allowances as indicated. If a location is **not listed below** then it is not a weight restricted location.

B. Authorization Period. The reduced administrative HHG weight allowance for the locations in APP W is effective until rescinded.

C. Submission Process. See JTR, par. 5202 and Service regulations for the submission process. All submissions must be sent through a MAP/CAP member. See JTR foreword for addresses.

D. Reduced Weight Allowance Locations. The below tour locations have reduced administrative HHG weight allowances as indicated. Refer to footnotes and following standards for APP W locations.

*1. The administrative weight allowance, or a portion, may be shipped as unaccompanied baggage (UB) limited to the maximum UB weight allowance. Refer to JTR, par. 3110 for UB regulations. UB shipping weight is part of the authorized administrative HHG weight allowance.

*2. Net weight is used to determine the weight allowances in APP W.

*3. APP W administrative weight allowance does not include PBP&E (pro-gear, OC&IE) or required medical equipment exempted weight unless specifically so stated in this Appendix.

*4. DoDEA civilian employees are authorized full HHG weight allowance and other Services' HHG policies do not apply.

*5. The standardized administrative weight allowance is 2,500 pounds unless a different weight is specified below for the applicable APP W location by the responsible Services.

| <u>Location</u> | <u>Administrative Weight Limitation</u> |
|--|---|
| Alaska, Dutch Harbor | ***** |
| Bahrain | ***** |
| *Japan, Akizuki (Hiroshima) and Kure | <p>*Uniformed Service Member (Army)</p> <p>*Army personnel only: See footnote 2.</p> <p>*All members are limited to 25% of the weight allowance with the below exception.</p> <p>*Unaccompanied member assigned to furnished Gov't Qtrs are limited to 2,000 lbs. and dormitory type room.</p> <p>*DoD Civilian Employee (Army)</p> <p>*All civilian employees are limited to 4,500 lbs (25% of the authorized JTR weight allowance).</p> |
| Japan, Camp Zama | <p>Uniformed Members Only (Army)</p> <p>*Army personnel only: See footnote 2.</p> <p>*Accompanied tour members are limited to 25% of the JTR weight allowances.</p> <p>*Unaccompanied members assigned to furnished Gov't Qtrs are limited to 25% of the JTR weight allowances.</p> |

| <u>Location</u> | <u>Administrative Weight Limitation</u> |
|------------------------|--|
| | <p data-bbox="394 247 732 273">Civilian Employees Only (Army)</p> <p data-bbox="415 302 1013 327">Accompanied tour civilian employees are limited to 4,500 lbs.</p> |
| *Japan, CATC Fuji | <p data-bbox="394 331 859 357">Uniformed Service Member (Marine Corps)</p> <p data-bbox="394 386 786 411">*USMC personnel only: See footnote 3.</p> <p data-bbox="394 441 1365 466">*Unaccompanied tour personnel are only authorized an unaccompanied baggage shipment of 600 lbs.</p> |
| Japan, MCAS Iwakuni | <p data-bbox="394 470 935 495">Uniformed Members Only (Marine Corps and Navy)</p> <p data-bbox="394 525 1398 550">*USMC Personnel: See footnote 3 and applicable to Navy personnel if assigned to a USMC command.</p> <p data-bbox="394 579 1435 659">*Accompanied tour members are limited to 75% of the JTR weight allowance. An O6 on an accompanied tour as the Commanding Officer at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the HHG weight allowance.</p> <p data-bbox="394 688 1442 768">*Unaccompanied tour personnel that have advanced written authorization from the Installation Commander to reside in off-base quarters are limited to 10% of the JTR weight allowance. A copy of the advance written authorization must be provided to the transportation officer prior to the HHG transportation.</p> <p data-bbox="394 798 1333 852">*Unaccompanied tour personnel assigned to the barracks (i.e., BOQ, BEQ) are only authorized an unaccompanied baggage shipment of 600 lbs.</p> <p data-bbox="394 882 574 907">*Navy Personnel:</p> <p data-bbox="394 936 1089 961">*Personnel assigned to USMC commands will follow the USMC policy.</p> |

| <u>Location</u> | <u>Administrative Weight Limitation</u> |
|---|--|
| *Japan, Okinawa | <p>*Uniformed Members Only (Marine Corps and Navy)</p> <p>*Marine Corps Personnel:</p> <p>*Accompanied tour member, see footnote 5 for more information.</p> <p>*An O6 on an accompanied tour is authorized to transport 10,000 lbs of HHG and an O7 (and above) on an accompanied tour is authorized the HHG weight allowance.</p> <p>*Unaccompanied tour personnel assigned to the barracks (i.e., BOQ, BEQ) are only authorized an unaccompanied baggage shipment of 600 lbs.</p> <p>*All officers O3 and below, Warrant officers W3 and below and all enlisted E7 and below that are unaccompanied (including those who choose unaccompanied who have dependents) are required to live in Gov't provided bachelor quarters in accordance with Marine Corps installation mandatory assignment policy letter, dated 30 April 2012. HHG weight allowance for unaccompanied personnel assigned to Fleet Marine Force (FMF) units is restricted to the Marine Corps administrative HHG weight limits. Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned.</p> <p>*Navy Personnel:</p> <p>*Accompanied and unaccompanied Navy personnel assigned to non-USMC commands are authorized the JTR weight allowance.</p> <p>*Accompanied and unaccompanied Navy personnel assigned to USMC commands will follow USMC policy (see footnotes 3 and 5). Members are encouraged to contact Personnel Support Detachment, Okinawa for more information.</p> |
| *Japan, Torii Station | <p>*Uniformed Service Member (Army) See footnote 2 for more information.</p> <p>*Members on unaccompanied tours are limited to 25% of the JTR weight allowance.</p> <p>*DoD Civilian Employee (Army)</p> <p>*Employees on unaccompanied tours assigned to furnished Gov't Qtrs are limited to 4,500 lbs.</p> |
| Korea (<i>Except Chinhae, Osan & Detachment 452 Wonju</i>) | ***** |
| Korea, Kunsan | ***** |
| Qatar, Doha | ***** |

***Footnotes 1-6: Uniformed Service Member**

*1. Air Force: An unaccompanied USAF member is authorized to transport 10% of the HHG weight allowance via surface or normal UB weight allowance IAW Table A3.1 of the [AFI 24-501, Personal Property Moving and Storage](#).

*2. Army: Visit <https://www.housing.army.mil/Default.aspx> for the size of Unaccompanied Personnel Housing/Barracks/Family Housing.

*3. Marine Corps: The below entries may apply to Navy personnel assigned to a USMC command.

*a. An unaccompanied USMC member is authorized to transport 600 pounds of UB and no HHG based on the limited size of the BOQ/BEQ quarters and lack of ability to store excess HHG locally at the PDS.

*b. Marine Corps Base Camp Butler, Okinawa, JA, includes other Marine Corps bases/installations located on Okinawa, JA, including but not limited to Camp Courtney, Camp Schwab, and Camp Hansen. An unaccompanied USMC member is authorized to transport 600 pounds of UB and no HHG based on the limited size of the BOQ/BEQ quarters and lack of ability to store excess HHG locally at the PDS.

*4. **PHS.** Officers assigned to Gov't furnished Qtrs are limited to a shipment of 25% of the maximum authorized weight allowance, with the remainder placed in non-temporary storage, at the last CONUS PDS. The 25% weight maximum applies to all PCSs except when shipping from Gov't furnished to unfurnished Qtrs or return from an OCONUS assignment with unfurnished Qtrs.

*5. Accompanied tour members are limited to 25% of the full HHG weight allowance or 2,500 pounds, whichever is greater unless specified on the member's travel authorization. Reshipment of HHG or NTS HHG at the authorized destination is not authorized unless determined to be in the Gov't's interest by the responsible Service.

*6. Accompanied tour members are limited to 25% of the full HHG weight allowance or 2,000 pounds, whichever is greater unless specified on the member's travel authorization. Reshipment of HHG or NTS HHG at the authorized destination is not authorized unless determined to be in the Gov't's interest by the responsible Service.

The following pages are the same policy preceding this page but showing tracked changes.



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D. Reduced Weight Allowance Locations. The below four locations have reduced administrative HHG weight allowances as indicated. Refer to footnotes and following standards for APP W locations.

*1. The administrative weight allowance, or a portion, may be shipped as unaccompanied baggage (UB) limited to the maximum UB weight allowance. Refer to JTR, par. 3110 for UB regulations. UB shipping weight is part of the authorized administrative HHG weight allowance.

*2. Net weight is used to determine the weight allowances in APP W.

*3. APP W administrative weight allowance does not include PBP&E (pro-gear, OC&IE) or required medical equipment exempted weight unless specifically so stated in this Appendix.

*4. DoDEA civilian employees are authorized full HHG weight allowance and other Services' HHG policies do not apply.

*5. The standardized administrative weight allowance is 2,500 pounds unless a different weight is specified below for the applicable APP W location by the responsible Services.

| Location | Administrative Weight Limitation |
|--------------------------------------|--|
| Alaska, Dutch Harbor | ***** |
| Bahrain | ***** |
| *Japan, Akizuki (Hiroshima) and Kure | <p>*Uniformed Service Member- (Army)</p> <p>*Army personnel only: See footnote 2.</p> <p>*All members are limited to 25% of the weight allowance with the below exception.</p> <p>*Unaccompanied member assigned to furnished Gov't Otrs are limited to 2,000 lbs. and dormitory type room.</p> <p>*DoD Civilian Employee (Army)</p> <p>*All civilian employees are limited to 4,500 lbs (25% of the authorized JTR weight allowance).</p> |
| Japan, Camp Zama | <p>Uniformed Members Only (Army)</p> <p>*Army personnel only: See footnote 2.</p> <p>*Accompanied tour members are limited to 25% of the JTR weight allowances.</p> <p>*Unaccompanied members assigned to furnished Gov't Otrs are limited to 25% of the JTR weight allowances.</p> <p>1. A member is authorized to transport 25% of their net HHG weight allowance to/from Camp Zama, Japan.</p> |

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| Location | Administrative Weight Limitation |
|------------------------|--|
| | <p>2. Example: 11,000 lbs. X 25% = 2,750 lbs. net HHG weight allowance to transport to/from Camp Zama, Japan.</p> <p>Civilian Employees Only (Army)</p> <p>*Accompanied tour civilian employees are limited to 4,500 lbs.</p> <p>1. An employee is authorized to transport 25% of their net HHG weight allowance (18,000 lbs.), including UB.</p> <p>2. Example: 18,000 lbs. X 25% = 4,500 lbs. net HHG weight to transport to/from Camp Zama, Japan.</p> |
| *Japan, CATC Fuji | <p>*Uniformed Service Member (Marine Corps)</p> <p>*USMC personnel only: See footnote 3.</p> <p>*Unaccompanied tour personnel are only authorized an unaccompanied baggage shipment of 600 lbs.</p> |
| Japan, MCAS Iwakuni | <p>Uniformed Members Only (Marine Corps and Navy)</p> <p>*USMC Personnel: See footnote 3 and applicable to Navy personnel if assigned to a USMC command.</p> <p>*Accompanied tour members are limited to 75% of the JTR weight allowance. An O6 on an accompanied tour as the Commanding Officer at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the HHG weight allowance.</p> <p>*Unaccompanied tour personnel that have advanced written authorization from the Installation Commander to reside in off-base quarters are limited to 10% of the JTR weight allowance. A copy of the advance written authorization must be provided to the transportation officer prior to the HHG transportation.</p> <p>*Unaccompanied tour personnel assigned to the barracks (i.e., BOO, BEO) are only authorized an unaccompanied baggage shipment of 600 lbs.</p> <p>*Navy Personnel:</p> <p>*Personnel assigned to USMC commands will follow the USMC policy.</p> <p>1. <u>Accompanied Tour</u></p> <p>a. A member on an accompanied tour is authorized to transport 75% of their full HHG weight allowance. The weight of UB shipment counts against the administrative weight restriction.</p> <p>b. An O6 on an accompanied tour as the Commanding Officer, at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the full HHG weight allowance.</p> <p>2. <u>Unaccompanied Tour.</u> ALL members on an unaccompanied tour (dependent restricted) are authorized to transport up to 10% of the full weight allowance as UB and/or other HHG. If an off base residence is pre-authorized by the gaining command via official correspondence, the member is authorized 10% or 2,500 lbs. of the authorized weight allowance, of which a maximum of 2,000 lbs. may be transported as UB.</p> |

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| Location | Administrative Weight Limitation |
|---|---|
| *Japan, Okinawa | <p>*Uniformed Members Only (Marine Corps and Navy)</p> <p>*Marine Corps Personnel:</p> <p><u>*Accompanied tour member, see footnote 5 for more information.</u></p> <p><u>*An O6 on an accompanied tour is authorized to transport 10,000 lbs of HHG and an O7 (and above) on an accompanied tour is authorized the HHG weight allowance.</u></p> <p><u>*Unaccompanied tour personnel assigned to the barracks (i.e., BOQ, BEQ) are only authorized an unaccompanied baggage shipment of 600 lbs.</u></p> <p><u>*All officers O3 and below, Warrant officers W3 and below and all enlisted E7 and below that are unaccompanied (including those who choose unaccompanied who have dependents) are required to live in Gov't provided bachelor quarters in accordance with Marine Corps installation mandatory assignment policy letter, dated 30 April 2012. HHG weight allowance for unaccompanied personnel assigned to Fleet Marine Force (FMF) units is restricted to the Marine Corps administrative HHG weight limits. Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned.</u></p> <p>*Navy Personnel:</p> <p><u>*Accompanied and unaccompanied Navy personnel assigned to non-USMC commands are authorized the JTR weight allowance.</u></p> <p><u>*Accompanied and unaccompanied Navy personnel assigned to USMC commands will follow USMC policy (see footnotes 3 and 5). Members are encouraged to contact Personnel Support Detachment, Okinawa for more information.</u></p> <p><u>1. A member, on an accompanied tour, is authorized to transport 2,500 lbs. or 25% of their full HHG weight allowance, whichever is greater. The weight of UB shipment counts against the administrative weight restriction.</u></p> <p><u>2. An O6 on an accompanied tour is authorized to transport 10,000 lbs. of HHG.</u></p> <p><u>3. An O7 (and above) on an accompanied tour is authorized to transport the full HHG weight allowance.</u></p> |
| *Japan, Torii Station | <p>*Uniformed Service Member (Army) See footnote 2 for more information.</p> <p><u>*Members on unaccompanied tours are limited to 25% of the JTR weight allowance.</u></p> <p>*DoD Civilian Employee (Army)</p> <p><u>*Employees on unaccompanied tours assigned to furnished Gov't Otrs are limited to 4,500 lbs.</u></p> |
| Korea (Except Chinhae, Osan & Detachment 452 Wonju) | ***** |
| Korea, Kunsan | ***** |
| Qatar, Doha | ***** |

***Footnotes 1-6: Uniformed Service Member**

*1. Air Force: An unaccompanied USAF member is authorized to transport 10% of the full HHG weight allowance via surface or normal UB weight allowance IAW Table A3.1 of the [AFI 24-501, Personal Property Moving and Storage](#).

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*2. Army: Visit <https://www.housing.army.mil/Default.aspx> for the size of Unaccompanied Personnel Housing/Barracks/Family Housing.

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*32. Marine Corps: The below entries may apply to Navy personnel assigned to a USMC command.

*a. An unaccompanied USMC member is authorized to transport 600 pounds of UB and no HHG based on the limited size of the BOQ/BEQ quarters and lack of ability to store excess HHG locally at the PDS. A USMC member is authorized to transport 10% of the administrative HHG weight allowance based on the limited size of the BOQ/BEQ Qtrs and lack of ability to store excess HHG locally at the PDS.

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*b. Marine Corps Base Camp Butler, Okinawa, JA, includes other Marine Corps bases/installations located on Okinawa, JA, including but not limited to Camp Courtney, Camp Schwab, and Camp Hansen. An unaccompanied USMC member is authorized to transport 600 pounds of UB and no HHG based on the limited size of the BOQ/BEQ quarters and lack of ability to store excess HHG locally at the PDS.

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*43. PHS Only. Officers assigned to Gov't furnished Qtrs are limited to a shipment of 25% of the maximum authorized weight allowance, with the remainder placed in non-temporary storage, at the last CONUS PDS. The 25% weight maximum applies to all PCSs except when shipping from Gov't furnished to unfurnished Qtrs or return from an OCONUS assignment with unfurnished Qtrs.

*5. Accompanied tour members are limited to 25% of the full HHG weight allowance or 2,500 pounds, whichever is greater unless specified on the member's travel authorization. Reshipment of HHG or NTS HHG at the authorized destination is not authorized unless determined to be in the Gov't's interest by the responsible Service.

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*6. Accompanied tour members are limited to 25% of the full HHG weight allowance or 2,000 pounds, whichever is greater unless specified on the member's travel authorization. Reshipment of HHG or NTS HHG at the authorized destination is not authorized unless determined to be in the Gov't's interest by the responsible Service.

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