

Unaccompanied baggage essentially is exactly what the name implies, **small things and baggage that do not or could not accompany you on a plane.** Automatically you can tell this is not your larger furniture or a big screen TV.

UB is smaller and therefore can fit on an aircraft and **will typically arrive sooner** at you next PCS/A than your HHG shipment which will go by boat due to larger size.

UB can take anywhere from 1 month to 1.5 to arrive at your destination. If you're not ready to accept you typically have a **Storage In Transit** or SIT entitlement. This is generally 90 days for military and 60 for civilian (can differ, check orders for specifics)

## WHAT IS CONSIDERED UB?

SOME EXAMPLES INCLUDE BUT AREN'T LIMITED TO:

### BABY ITEMS:

BASSINET  
CAR SEAT  
CRIB  
HIGH CHAIR  
PACK-N-PLAY  
PORTABLE SWING  
STROLLER  
TOYS  
WALKER



### ELECTRONICS:

AMPLIFIER  
COFFEE POT  
COMPUTER  
CROCK POT  
ELECTRIC SKILLET  
FAN/HEATER  
HUMIDIFIER  
IRON  
MICROWAVE  
SPEAKERS (UNDER 36")  
RADIO/STEREO  
TV- 32" OR LESS  
TOASTER OVEN  
TOASTER  
TRANSFORMER  
VIDEO GAMING SYSTEM(S)  
DVD/BLURAY/VHS PLAYER(S)



### MISCELLANEOUS:

BICYCLE(S)  
CAMPING GEAR  
CLOTHING (JACKETS)  
DISHES/PANS  
FISHING EQUIPMENT  
FOLDING COT  
GOLF CLUBS  
INFLATABLE MATTRESS  
IRONING BOARD  
LINENS/PILLOWS  
MUSICAL INSTRUMENTS



## PREP BEFORE MOVERS ARRIVE!

**YOU OR YOUR AGENT MUST BE AVAILABLE BETWEEN 0800-1700 HRS** or you will be responsible for attempted pickup/delivery charges. If you cannot be available, you will appoint an agent (must be in writing, to act on your behalf. You/your agent cannot leave the residence/storage unit while the movers are working or you will be charged waiting time.

1. It is your responsibility to **disconnect** all electrical items (TVs, stereo equipment, etc.) off walls prior to movers' arrival. You will ensure make/model/serial number for all electronics are on your inventory.
2. Property must be easily accessible to the packers (**nothing in attics/crawl spaces**). It is your responsibility to remove items from a storage shed so they are accessible to the packers.
3. Your residence/property must be **clean and free of pest infestation** before the movers arrive. Dishes must be washed and put away and clothes must be clean and hung up or folded and put away.
4. You will ensure items you do not want packed (i.e., jewelry, important papers, coin collections, etc.) are not left where they may accidentally be packed. **You will be charged by the carrier** to retrieve these items if they are packed.
5. The CARRIER will decide if items in **plastic totes** need to be repacked.
6. **Pro Gear/Spouse Pro Gear** must be packed separately and listed as Member/Spouse Pro Gear on the inventory. It is your responsibility to make sure this is done.
7. **Firearms** must be first item on inventory and make, model, serial#, caliber and stock# must be on the inventory for all weapons shipped (one firearm per line item on the inventory).
8. You certify this shipment consists of my property acquired by yourself **prior to the effective date of your orders.**
9. You are responsible for **staying within your weight allowance**, the movers are not.
10. You have been advised that temporary storage may not exceed the authorized period (unless additional arrangements are made with the destination TMO), and additional storage may be at your expense.
11. You understand you are responsible to **sign on and escort Transportation Service Providers** on base if required.
12. You must log into DPS (via <https://www.move.mil/>) in order to **file claims and rate your TSP** after your items are delivered to you.

### ORDERS IN EACH OUTER CONTAINER

It is suggested you place a copy of your orders in each container. In the event a box is lost or misplaced, your orders will help identify your property. **BLACK OUT YOUR SSN\*\*\***

## ⊗ HAZARDOUS MATERIALS & UNAUTHORIZED ITEMS ⊗

The following list is not all inclusive. The company can choose to not pack an item that presents a possible chance of destroying or hurting your property if smashed, under extreme heat/cold etc.

EXAMPLES: any liquids not originally sealed and protected if put under pressure. Examples include:

- ⊗ **shampoos,** ⊗ **batteries,**
- ⊗ **conditioners,** ⊗ **candles,**
- ⊗ **lotions,** ⊗ **alcohol,**
- ⊗ **light bulbs,** ⊗ **cleaning chemicals**
- ⊗ **live plants** ⊗ **spray paint**

**Be sure to keep these items away from your property on packing days. <- may cause a delay in packing or damage if accidentally packed.**

1. **COMBUSTIBLE LIQUIDS:** Alcoholic beverages (exceeding 1-gallon capacity. Alcohol, antifreeze compounds, camphor oil, fluid cleaners (containing combustible materials; i.e. spot clothing cleaners and office machine cleaners).
2. **CORROSIVE LIQUIDS:** Acid (muriatic, nitric, photographic, sulfuric), battery with acid, disinfectants, dyes, flame liquid retarding compounds, iron/steel rust preventing/rust removing compounds, paint, and paint related materials.
3. **EXPLOSIVES:** Ammunition, black powder, fireworks, fuse lighters, igniters primers, propellants signal flares, smokeless powder, souvenir explosive instruments of war, spear guns having charged heads, to propellants, or smoke devices.
4. **FLAMMABLES:** Acetones, adhesives (glues, cements, and plastics), ammonia, charcoal briquettes, cleaning fluids, compound 3 weed killers, denatured alcohol, enamel, gasoline, insecticides, kerosene, lacquer, leather dressing or bleach, lighter fluids (pocket, charcoal, camp stove, lamp, or torch) matches, oil stains for wood, paints, varnish removers, petroleum products, polishes, liquids (metal, stove, furniture, and hardwood), propane tanks, propane, or other gases used for cooking or heating purposes, shellac, shoe polish (liquid), solvents (plastic), stains turpentine, varnish, wood filler.
5. **GASES:** Engine starting fluids, fire extinguishers, gasses used in welding, diving tanks (See Note A).
6. Aerosol cans containing a flammable gas flammable liquids, toxic, or corrosive substances.
7. Chlorinated hydrocarbons in decorative lamps.
8. Other regulated materials termed combustible, corrosive, or flammable.

NOTE A: Only those scuba diving tanks containing not more than 25 pounds per square inch at 70 degrees Fahrenheit may be shipped as household goods or unaccompanied baggage. Servicing for tanks will include:

- a. Written certification of purging serviced by a dive shop or licensed individual qualified to perform purging. A tag or label must be affixed to the tank certifying service was performed.
- b. Completely empty tank, remove the valve, and replace with plug designed for this purpose.

## AFTER ARRIVAL

When your property is emptied off the truck the movers are required to **place each item one time in a room of your choosing**. They are required to **reassemble all property THEY disassembled at origin. THEY ALSO MUST UNPACK AND REMOVE ALL BOXES AND DEBRI FROM YOUR HOME ON MOVE-IN DAY ONLY.**

- **CLAIMS:** Your shipment has Full Replacement Value (FRV) coverage up to \$50,000 of actual value. **SUBMISSION OF LOSS/DAMAGE REPORT AT TIME OF DELIVERY IS NOT AN OFFICIAL CLAIM.**

The Transportation Service Provider (TSP) is responsible to obtain cost estimates for the following:

- Repair of damaged property to original condition
- Replace with an item of like kind and quality
- Payment of replacement cost of the item

**In order to be eligible for FRV, you must file a claim directly with the TSP via DPS <https://move.mil>**

- **Within 75 days from the date of delivery login to DPS & complete "Loss/Damage Report".**
- **File in DPS within 9 months of delivery.**

If the claim is filed too late you may choose to file with your **Military Claims Office (MCO)** for depreciated value. You have up to two years from delivery to file with the claim office.

### Army

DSN: 536-3000  
Comm: (502) 626-3000  
Email: [usarmy.knox.hqda-otjag.mbx.cpcs@mail.mil](mailto:usarmy.knox.hqda-otjag.mbx.cpcs@mail.mil)

For claims related moves to overseas (OCONUS) locations, international claims contacts can be found [here](#).

### Marine Corps

DSN: 278-9533  
Comm: (703) 784-9533  
Email: [hqmc.claims@usmc.mil](mailto:hqmc.claims@usmc.mil)  
Comm Fax: (703) 432-2591

### Navy

DSN: 564-3310  
Comm: (757) 440-6315  
Toll-Free: +1 (888) 897-8217  
Email: [NorfolkClaims@navy.mil](mailto:NorfolkClaims@navy.mil)  
Online: [http://www.jag.navy.mil/organization/code\\_15.htm](http://www.jag.navy.mil/organization/code_15.htm)

### Air Force

DSN: 986-8044  
Comm: (937) 656-8044  
Toll-Free: +1 (877) 754-1212  
Email: [afscsc.ja@us.af.mil](mailto:afscsc.ja@us.af.mil)  
DSN Fax: 986-8307  
Comm Fax: (937) 656-8307

### Coast Guard

Comm: (757) 523-6940  
Email: [fin-smb-hhg@uscg.mil](mailto:fin-smb-hhg@uscg.mil)

Contact for:

- Lost or Damaged Goods
- Claims Negotiations with Transporter

**PLEASE REMEMBER TO COMPLETE CUSTOMER SATISFACTION SURVEY (CSS) UPON COMPLETION OF YOUR MOVE AND CLAIM FILING.**

## RECOMMENDATIONS:

**TAKE SMALL THINGS OF HIGH VALUE WITH YOU!** – KEEP THEM OUT OF SIGHT (IN CAR/CLOSED ROOM) ON MOVE DAY(S)

**SAVE YOUR INVENTORY FOREVER & MAKE TRIPLE SURE IT IS ACCURATE BEFORE SIGNING!** – SCAN AND KEEP DIGITAL OR SAVE PHYSICAL DOCUMENT, WHATEVER IS PREFERRED

**PHOTOGRAPH OR DOCUMENT VALUABLES** - CLOSE-UP PHOTOGRAPHS OR VIDEOS OF EXPENSIVE AND VALUABLE ITEMS, AS WELL AS RECEIPTS, WILL HELP DURING THE CLAIMS PROCESS IF THESE ITEMS ARE LOST OR DAMAGED DURING SHIPMENT.

**HAVE FRIENDS OR FAMILY (18+) ASSIST IN WATCHING THE PACKERS ON EACH PACK DAY-** MORE EYES, LESS CHANCE OF POSSIBLE THEFT OR DAMAGE FROM INADEQUATE PACKING

**NEVER SIGN A BLANK DD FORM 619-** THIS IS HOW THE COMPANY GETS PAID FOR THE CONSUMABLES (PACKING MATERIALS) USED TO MOVE YOUR PROPERTY. IF YOU SIGN IT BLANK IT IS LIKE A BLANK CHECK.



**Move.mil**

Official DOD Customer Moving Portal

Remember, <https://move.mil> is more than just a way to access your move (via DPS) it also has

**tutorials** (click the tab) on:

- New User Registration
- Returning User Login
- Create a Shipment
- Create a PPM Shipment
- Dual Military (Mil-to-Mil) Move
- Cancel a Shipment
- Customer Satisfaction Survey

- **File a Claim**

**AND MUCH MORE!!**

## CHANGES TO YOUR SHIPMENT:

★IF YOU NEED TO CHANGE/CANCEL DATES YOU

MUST CONTACT YOUR **TSP** FOR APPROVAL.

PLEASE CONTACT OUR OFFICE FOR **DATE**

CHANGES SO QUALITY CONTROL DOESN'T COME BY/CALL ON THE WRONG DAY(S)★

**[tmoluke@us.af.mil](mailto:tmoluke@us.af.mil)**

**623-856-6424/6425**

# UN-ACCOMPANIED BAGGAGE



**CREATED AND DISTRIBUTED BY:  
56 LRS PERSONAL  
PROPERTY OFFICE 2019**