DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 4050.1A
14/PPTY OFF
24 July 1998

USNA INSTRUCTION 4050.1A

From: Superintendent

Subj: SHIPMENT OF PERSONAL EFFECTS OF MIDSHIPMEN PENDING SEPARATION

Ref: (a) BUPERSINST 7040.6
(b) Joint Federal Travel Regulation U5310.B
(c) Joint Federal Travel Regulation U5360.A

1. Purpose. To promulgate procedures for shipment of personal effects of midshipmen who depart the Naval Academy pending discharge.

2. Cancellation. USNA Instruction 4050.1. This instruction is a complete revision. Since changes are extensive, no special markings appear in the margins. Therefore, it should be read in its entirety.

3. Background. Midshipmen released from the Naval Academy normally leave the area prior to being officially separated. In many instances, delaying shipment of personal effects until separation orders are received causes undue hardship. Reference (a) permits the shipment of personal effects to the home of record prior to the receipt of separation orders.

4. Information. Reference (b) established a maximum net weight allowance of 350 pounds of personal effects which may be shipped by government means for midshipmen under separation orders. The minimum weight of personal effects that may be shipped by government means is 100 pounds. Midshipmen pending discharge may ship personal effects to their home of record or to the place from which they entered the service. Reference (c) authorizes midshipmen to ship to any other destination not to exceed the greater of the two distances previously specified. Instead of shipping by government means, midshipmen do have the option of shipping personal effects at their own expense in accordance with paragraph 5c of this instruction.

5. Action.

a. Application for shipment. Upon notification that a midshipman will be separated, the Midshipmen Personnel Officer will issue Permanent Change of Station (PCS) orders. The midshipman will then report to the Naval Academy Personal Property Office at Halligan Hall with his/her orders to complete an Application for Shipment and/or Storage of Personal Property (DD Form 1299).

(1) Counseling. Midshipmen who are separating must receive counseling from the Personal Property Office prior to shipping personal effects. At the time of counseling, midshipmen will receive a Personal Property Inventory/Bancroft Hall Form (USNA-DMH-4440/47 (02-91)) to be completed while packing. Midshipmen will be advised of the following:

(a) Personal effects will be shipped from the Naval Academy to a destination contractor's warehouse.

(b) The Personal Property Office will contact a Destination Transportation Office (DTO) to determine to which warehouse the midshipman's effects will be shipped.

(c) The DTO will act as a point of contact for the midshipman upon arrival in his/her final area of residence.

(d) The midshipman must contact the DTO to arrange for shipment of personal effects from the warehouse to his/her residence.

The phone numbers for the DTO in the area where the midshipman's personal effects are to be shipped will be provided by the Personal Property Office. The Personal Property counselors will ensure that each midshipman fully understands these procedures.

(2) Excess Distance. If a midshipman requests to ship personal effects to a destination that is a greater distance than his/her home of record, or place from which they entered the service, the shipment is required to be made at the midshipmen's expense. The process of moving personal effects at midshipman expense is explained in paragraph 5c of this instruction. Upon completion of the move, the midshipman will be entitled to reimbursement for the authorized distance. The midshipman will not be reimbursed for the excess distance. To ensure that the midshipman receives proper reimbursement, the Personal Property Office will provide the midshipman with a Travel Voucher (DD 1351-2), detailed instructions explaining how to file for reimbursement, and a mailing envelope. The midshipman will send the completed voucher to Naval Transportation Support Office, Norfolk, VA for reimbursement.

(3) Containers. All midshipmen are required to pack their personal effects in authorized shipping containers. These containers must be picked up at the Bancroft Hall 5th Wing Express Office. Midshipmen will pack their personal effects in these containers and submit them along with their DD Form 1299 and inventory sheets (USNA-DMH-4440/47 (02-91)) to the Bancroft Hall 5th Wing Express Office. Midshipmen should retain copies of the DD Form 1299, and inventory sheets for their personal records.

(4) Weighing. Each midshipman's personal effects will be weighed in their presence at the Bancroft Hall 5th Wing Express Office. The actual weight will be annotated on the DD Form 1299. If the shipment exceeds 350 pounds, excess costs must be paid by the midshipman prior to shipping. If the shipment weighs less than 100 pounds, the midshipman will be required to move his/her personal effects at his/her own expense, as described in paragraph 5c of this instruction.

b. Shipping by government means.

(1) After receiving and weighing the personal effects, the Express Office will notify the Material/Receiving Division that the effects are ready for shipment. The Material/Receiving Division will make necessary arrangements to have the effects picked up and shipped to the address indicated on the DD Form 1299.

(2) The Material/Receiving Division will forward the shipment information (pieces, weight and cube) to the Personal Property Office.

(3) The Personal Property Office will prepare the Government Bill of Lading and the labels. These documents will be forwarded to the Material/Receiving Division who will affix them to the containers and turn the containers over to the shipping company.

c. Shipping at personal expense.

(1) If a midshipman's personal effects weigh less than 100 pounds, or more than 350 pounds, the midshipman must ship them at his/her own expense.

(2) A midshipman may choose to ship personal effects at his/her own expense regardless of its weight. In this circumstance, the midshipman will prepare his/her personal effects to be shipped by Parcel Post, United Postal Service, Roadway Parcel Service, Cash on Delivery, or any other means available. The midshipman must retain their receipts when shipping at personal expense in order to submit them, along with a copy of the PCS orders, and a Travel Voucher (DD Form 1351-2), provided by the Personal Property Office, to Naval Transportation Support Office, Norfolk, VA for reimbursement. Personal Property counselors are available to assist midshipmen with the procedures for reimbursement.

for J. S. Knapp
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