



Additional Location



➤ How to add Additional Location information in your HHG shipment request.



Additional Location

- An Additional Location is exactly that, somewhere you designate to have some of your HHG delivered to within 30 miles of your destination address.



Additional Location: Needed information

- Prior to setting up your HHG moves you determine that you are going to need some of your HHG items delivered to your residence and to an additional location e.g. a storage unit. The following is the information you need prior to entering a HHG request.
- · What is the complete address of the location (if a self-storage facility is going to be utilized you will need the number of the unit, the phone number of the facility and a POC)
- An inventory of items that are designated to go to the alternate location.







Additional Location: Why?

- The information is needed ahead of scheduling your move for two main reasons:
- The Personal Property office will be able to assign a moving company, knowing ahead of time, what functions they will need to perform.
- The movers can plan the packing of your HHG so that the right items go to the right place.



Pickup and Delivery page

Additional locations [click here to add the address information](#)

Pickup 1	<input type="text"/>		Delivery 1	<input type="text"/>	
Pickup 2	<input type="text"/>		Delivery 2	<input type="text"/>	

Releasing & receiving agents

Releasing	<input type="text" value="Select from below"/>	Receiving	<input type="text" value="Select from below"/>
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[use this dropdown to choose your POC](#)



Basic page: statement information

Basic

Counselor:

Customer:

-- United States Navy --

Please provide basic information about the customer's shipment.

Shipment Weights

Destination Shipping Information (from Consignment Guide)

* Total estimated weight of your unaccompanied baggage [i.e. enter the total estimated weight of all items that are being shipped]	<input type="text"/>	Weight Estimator Form
* Estimated weight of PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	<input type="text" value="10"/>	How will PBP&E affect my household goods weight?
* Estimated weight of Spouse's PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	<input type="text" value="0"/>	How will Spouse PBP&E affect my household goods weight?
* Spouse's Profession [NOTE: Your spouse is only entitled to ship a maximum of 500 lbs Pro Gear in support of their occupation or community support activities]	<input type="text"/>	

Special Items included in shipment

High value items	<input type="checkbox"/>
Are there any articles of extra ordinary dimensions or unusual types of items included in your shipment? (E.g., health equipment)	<div>Shipment has an Additional Location, please see the inventory in misc. Documents.</div>

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Summary page

➤ On this page you can double check your information before completing your HHG shipment request.

Counselor Menu <<

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu <<

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information
 - View Documents

Order [1234] <<

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Arduous Duty
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Forms
 - Counseling Office
 - Submit

Entitlements <<

PCS/UB: 12000 lbs.
Remaining PCS/UB: 2700 lbs.

Shipment Summary

Counselor: [Redacted]
Customer: [Redacted]

Below, please find a summary of the information entered for this shipment. If there are any errors, please click on the link on the left navigation menu to return to the applicable page.

Customer Profile

Name: [Redacted] Branch: [Redacted]
SSN/EIN: [Redacted] Rank/Pay Grade: [Redacted]
Primary Phone: [Redacted] Primary Email: [Redacted]
Permanent Contact Address: [Redacted]

Order Details

Order: 1234 Permanent Change of Station Shipment of HHG Permitted
Order Date: [Redacted]
Current Duty Station: [Redacted] New Duty Station: [Redacted]
Headquarters Issuing Orders: [Redacted] New Duty Assignment/Location: [Redacted]
This is a 0 month(s) unaccompanied tour.

Shipment 1 - Household Goods

Pickup Information

Your Household Goods have a desired pickup date of [Redacted] from the pickup address: [Redacted]

You have assigned your releasing agent as: [Redacted]

Delivery Information

Your Household Goods will be delivered on the desired delivery date of 09-Jul-2019 to the delivery address: [Redacted]

You have assigned your receiving agent as [Redacted]

In-Transit/Emergency Contact Information

Your In-Transit address is : [Redacted]



Resource Links

- **Unauthorized Items:**
<http://www.navsup.navy.mil/household/special/unauthorized>
- **Professional gear:**
<http://www.navsup.navy.mil/household/special/gear>
- **Brochure on Member & TSP Responsibilities:**
https://www.navsup.navy.mil/household/move/brochures/NAVSUP%20HHG%20brochure_Moving%20Responsibilites.pdf
- **Its Your Move Booklet:**
http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf
- **Weight Estimator Form:**
www.move.mil/documents/dod/weightestimator.xls
- **NAVSUP Household Good Portal:**
www.navsup.navy.mil/household