

SPOUSE PROFESSIONAL BOOKS, PAPERS, & EQUIPMENT (PBP&E) WORKSHEET

| | |
|--|---------------------|
| MEMBER NAME: | ORDERS ISSUED DATE: |
| SPOUSE NAME: | |
| SPOUSE PROFESSION/COMMUNITY ACTIVITY (i.e. teacher, nurse, doctor, etc): | |
| YOU MUST PROVIDE THIS DOCUMENT TO YOUR COUNSELOR WHEN YOU SUBMIT YOUR SHIPMENT PAPERWORK (ORDERS, ETC.) OR YOUR REQUEST WILL NOT BE FORWARDED TO THE APPROVING AUTHORITY FOR CONSIDERATION. SPOUSE PBP&E WILL NOT BE CONSIDERED AFTER THE MOVE HAS BEEN COMPLETED. | |
| DEFINITION (EFFECTIVE 1 MAY 2014) FROM THE JOINT TRAVEL REGULATIONS (JTR), APPENDIX A, FOR UNIFORMED SERVICE MEMBER DEPENDENT SPOUSE PBP&E (500 POUNDS MAXIMUM) | |
| 1. General a. This is <i>not</i> applicable to an <i>employee's</i> dependent spouse. b. PBP&E includes HHG in a spouse's possession <u>needed for the spouse's employment or community support activities</u> at the next or a later destination. | |
| 2. PBP&E includes the following items: a. Reference material, b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions; c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; | |
| 3. PBP&E does NOT include the following items: a. Commercial products for sale/resale used in conducting business, b. Sports equipment, (i.e weights, kettle bells, snorkel equipment, yoga mats, etc.) c. Office furniture, d. Household furniture, e. Shop fixtures, f. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks), g. Personal computer equipment and peripheral devices, h. Memorabilia including awards, plaques or other objects presented for past performance, i. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware, j. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet. | |
| * See JTR, par 051304 for exceptions in those cases where items were shipped OCONUS under the previous definition (Prior to 1 May 2014) | |
| SPOUSE PBP&E ITEM LIST: | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| MEMBER SIGNATURE: | DATE SIGNED: |
| SPOUSE SIGNATURE: | DATE SIGNED: |
| APPROVING AUTHORITY SIGNATURE: | DATE SIGNED |

APPROVING AUTHORITY IS THE TRANSPORTATION OFFICER

**** USAF - THIS FORM IS NOT APPLICABLE**