



NATIONAL FORWARDING CO., INC.

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“Proudly Serving Military Families”

Date: February 25, 2014
To: Agents and Haulers of National Forwarding Co., Inc. and Affiliates
From: Cheryl Garamoni, Director, Agency Services
Subject: **PBP&E – Pro-Gear – Prevent Manual – Replacement Pages 1.8 and 2.7**

Service Members will see a decrease in the amount of professional gear they are allowed to ship starting May 1, 2014. The maximum amount for the member is 2000 lbs and 500 lbs for the spouse. Some of the items they can ship are listed below, but may change. The policy change will appear March 1st in the Joint Federal Travel Regulation.

Professional Books, Papers & Equipment (commonly known as PBP&E/Pro-Gear)

Beginning **May 1, 2014**, each customer will be allowed up to 2000 lbs of Pro-Gear that can be deducted from the actual weight, in case their shipment is over their allotted weight. The customer's spouse is allowed 500 lbs. Agents are paid based on the actual weight of the shipment.

The following items are considered PBP&E/Pro-Gear as listed in the “It’s Your Move” manual found on the SDDC website:

- Reference Material necessary at the next duty station
- Instruments, tools and equipment pertinent to their profession
- Specialized clothing such as diving suits, flying suits, helmets, band uniforms, and other specialized apparel not normal or usual uniform or clothing
- Communications equipment used in association with the Military Affiliated Radio System

All Pro-Gear must be identified and separated from the household goods by the member or spouse. The items must be placed in separate boxes or cartons, marked, weighed and inventoried properly. The Pro-Gear must be further identified as M-PRO for the member and S-PRO for the spouse on the inventory.

The Pro-Gear boxes can be weighed on a bathroom scale or platform scale. If a scale is not available, a constructive weight of 7 pounds per cubic foot will be used. When a constructive weight is used, the symbol “C” must be entered after the weight.

It is a good idea to keep Pro-Gear together on the inventory so it can be added up more quickly. The Pro-Gear weight must be entered into DPS separately from the entire weight of the shipment.

Here is a sample of how the Pro-Gear could look on the inventory:

1.5 carton - reference material – M-PRO – 12 lbs (bathroom scale)
4.5 carton - flying suits – S-PRO – 31.5 lbs C (constructive weight)