

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

This is mandatory if you are claiming PBP&E

MEMBER NAME:	ORDERS ISSUED DATE:
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. The following items are PBP&E: <ul style="list-style-type: none"> a. Reference material not ordinarily available at the next PDS b. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions. c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing. d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02) e. Individually owned or specially issued field clothing and equipment; and f. Gov't or uniformed service-owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use. 	
2. PBP&E does NOT include the following items: <ul style="list-style-type: none"> 1. Commercial products for sale/resale used in conducting business 2. Sports equipment 3. Office furniture 4. Household furniture 5. Shop fixtures 6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks) 7. Personal computer equipment and peripheral devices 8. Memorabilia including awards, plaques or other objects presented for past performance 9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware 10. 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 5268 for exceptions in those cases where items were shipped OCONUS under the previous definition (Prior to 1 May 2014)	
ITEM DESCRIPTION	ESTIMATED WEIGHT (LBS)
SIGNATURE:	DATE:

APPROVE/DISAPPROVE: AUTHORITY IS THE TRANSPORTATION OFFICER