**EFFECTIVE 1 MAY 2014 FOR MARINE CORPS SERVICE MEMBER SPONSORED SPOUSE PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) ALSO KNOWN AS “PRO GEAR”**

**YOU MUST PROVIDE THIS DOCUMENT TO YOUR COUNSELOR WHEN YOU SUBMIT YOUR SHIPMENT PAPERWORK (ORDERS, ETC.) OR YOUR PBP&E WILL NOT BE FORWARDED TO HQMC (LPD) FOR CONSIDERATION. SPOUSE PBP&E WILL NOT BE CONSIDERED BY HQMC (LPD) AFTER THE MOVE HAS BEEN COMPLETED.**

**DEFINITION FROM THE JOINT FEDERAL TRAVEL REGULATIONS/JOINT TRAVEL REGULATIONS, APPENDIX A, FOR UNIFORMED SERVICE MEMBER DEPENDENT SPOUSE PBP&E (500 POUNDS MAXIMUM)**

**1. General**

a. This is ***not*** applicable to an *e****mployee’s*** dependent spouse.

b. PBP&E includes HHG in a spouse's possession **needed for the spouse’s employment or community support activities** at the next or a later destination.

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**FOR ORDERS ISSUED PRIOR TO 1 MAY 2014:**

**1. 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; and

**d. Personal** computers and accompanying equipment used for business or community support activities

(i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

**2. PBP&E does NOT include the following items:**

**a. Commercial** products for sale/resale used in conducting business,

**b. Sports** equipment; and

**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).

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**FOR ORDERS ISSUED ON/AFTER 1 MAY 2014 (from OCONUS PBP&E weight exception see JFTR, par. U5356-B2):**

**1. 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;

**2. PBP&E does NOT include the following items:**

**a. Commercial** products for sale/resale used in conducting business,

**b. Sports** equipment,

**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.

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***Employment/Community Support Activities (Description):***

***PBP&E ITEM LIST:***

***MARINE*: *SPOUSE*:**

**MARINE CORPS SERVICE MEMBER AND SPOUSE SIGNATURES DATE**